

An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade

SYLLABUS FOR LANGUAGE AND COMMUNICATION SKILLS

COURSE OBJECTIVE

- : 1. To enable the students improve their academic performance in Presentation, Reading and Writing skills.
- 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.
- 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 |
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| 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, |

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108



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EXPECTED OUTCOMES: The student will be able to

- Use synonyms effectively in academic writings.
- 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
- Campus Placements, a comprehensive guide by Ankur Malhotra, TataMc Graw Hill.
- i) bbcleamenglish.com
- ii) onestop English
- iii) myenglishpages.com
- iv) www.indiabix.com
- v) www.freshers'world

COORDINATOR

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SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108



| SRKIT / S&II / 10.2 | w.c.f: 19-02-2024 |
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| SRK INSTITUTE OF TECHNOLOGY, ENIKEPADU, VIJAYAWADA 521108 An Autonomous Institution Approved by AICTE, Permanently Affiliated to INTUK, Kakinada 1SO 9001-2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science and Humanities FACTOT TO INDIVIDUAL TIME TABLE | |
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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

: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.

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108.



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade

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.
- To prepare and groom the students for campus interviews.
- 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. | |
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PRINCIPAL SRK INSTITUTE OF TECHNOLOGY

ENIKEPADU, VIJAYAWADA-521 108.



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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
- Campus Placements, a comprehensive guide by Ankur Malhotra, TataMc Graw Hill.
- i) bbcleamenglish.com
- ii) onestop English
- iii) myenglishpages.com
- iv) www.indiabix.com
- v) www.freshers'world

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SRK INSTITUTE OF TECHNOLOGY



SRK INSTITUTE OF TECHNOLOGY, ENIKEPADU, VIJAYAWADA 521108 An Autonomous Institution

ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada Department of Science and Humanities

SRKIT / S&H / 10.2

w.e.f: 19-02-2024

Academic Year:2023-24

Name of the Faculty: Ms.Farzeen Khanum

Semester: II

FACULTY INDIVIDUAL TIME TABLE

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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

:22

No. of Participants

:66

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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PRINCIPAL

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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.

- 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.
- 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. | | | | | | |

SRK INSTITUTE OF TECHNOLOGY



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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
- iii) myenglishpages.com
- iv) www.indiabix.com
- v) www.freshers'world

COORDINATOR

HOD

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108.

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SRK INSTITUTE OF TECHNOLOGY EMMERADU, VIJAYAWADA-521 108

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REPORT

Date: 24-04-2024

LANGUAGE AND COMMUNICATION SKILLS

No. of Hours

No. of Participants :60

Date : 19-02-24 to 22-04-24

Resource Person : Ms.B.Pavani(Assistant Professor)

:26

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.

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU. VIJAYAWADA-521 108



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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 | 1 795 | |
| 2 | Soft-Skills demanded by every employer | - | |
| 3 | Communication skills. | - | |
| 4 | Your Resume or CV | | |
| 5 | Group discussions | From: | Lecture |
| 6 | Job Interviews | 19/02/2024 | intersperse |
| 7 | Body language: Reveals your Inner self | 1937,0038344074445 | with |
| 8 | Enhance your writing skills-Creat an impression. | To: | discussion |
| 9 | Fog Index: Provide guidance for Proper Writing | 29/06/2024 | |
| 10 | Beware of Pit falls: Avoid errors | | |
| 11 | Language laboratory: Facilitating Self improvement | 34 | |
| 12 | Acquaintance with E-learning concepts and Techniques | | - |
| 13 | Skills Development and Career growth. | - 100 | |

PRINCIPAL PRINCIPAL SANDLOGY INSTITUTE OF TECHNOLOGY I



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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: 1/11

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| No. of Periods | TOPIC | Date | Remarks |
|-------------------|---|--|--------------|
| 1. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
| | Soft-Skills demanded by every employer | 11/03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| 178 | Soft skills-life skills | 23/ 03/24 | 700 |
| 3.Communicat | ion skills | | |
| | Importance of communication skills | 28/ 03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resum | e or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | |
| 5 Group discu | ssions | | |
| | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| 6. Job Intervie | eure . | | |
| O. JOO HACLYIN | Mock-interviews conducted | 04/ 05/24 | |
| 7. | Body language: Reveals your Inner self | 09//05/24 | |
| 8. | Enhance your writing skills-Creat an impression. | The Control of the Co | |
| 9. | Fog Index: Provide guidance for Proper Writing | 23//05/24 | A. 100 |



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| 10. | Beware of Pit falls: Avoid errors | 26/ 05/24 | |
|-----|---|-----------|--|
| 11 | Improvement | 20//03/24 | |
| 12 | Acquaintance with E-learning comcepts and Techniques | 02/ 06/24 | |
| 13 | Skills Development and Career growth. | 04//06/24 | |

Signature of Faculty

Signature of HOD

PHINCIPAL

SRK INT



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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

Resourse 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
- 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 1

PRINCIPAL OF TECHNOLOG

ENIKEPADU. V JATAMADA-521 100



SRK INSTITUTE OF TECHNOLOGY Enikepada, Vijayawada 521108 Department of Science and Humanities



S&H / 10.2

FACULTY INDIVIDUAL TIME TABLE

Academic Year: 2022-23

Semester: II

w.e.f: 27-02-2023

| | Name of | the Facult | y: V. Nav | ratha | | | 5 | subject : So | ft Skills | |
|--------|---------------|----------------|-----------------|-----------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|
| Time | 9:00- 9:50 | 9:50- 10:40 | 10:40- 11:30 | 10Mi n | 11:40- 12:25 | 12:25- 01:15 | 01:15- 02:00 | 02:00- 02:45 | 02:45 03:30 | 03:30- 04:15 |
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PRINCIPAL SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VILLA SAN EN 108



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 | | | | | | | | | |
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| 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 |
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| WED | со | T&P | SS | EA | M-II | AC | LUNCH | M-II PP(T) | | Ŋ |
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| FRI | DS | AC | PP | | M-II | ES | | AC L | AC LAB | В |
| SAT | DS LAB | | | AC | ES | | СО | DS | SPORTS | |
| S.No. | Name of the Subject | | | | | Name o | f the Fac | ulty | | |

| 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.Tejesh |
| 1 | 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 |

ENKEPADU, YLLAYANIHUM-521



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: 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 | | 4 | 5 | | 6 | 7 | 8 |
| MON | CO | T&P | 1 1 | AC | PP | | M-II | CO | DS | |
| PUE. | | DS LAB | | ∠ T&P | | LUNCH | SS | AC | PP | |
| WED | AC LAB | | EA | 2 DS(1) | | | СО | PP | M-II | |
| THU | DS | N | 1-11 | BR | со | PP | 75 | SS | AC(T) | SS |
| FRI | ES M-II(T) | | | AC | DS | | | PP LAB- | | |
| SAT | AC | ES | M-II | 1 | CO(T) | | | DS | PF | (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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ENIKEPADU, VIJAYAWADA-521 108.



An Autonomous Institution, Affiliated to JNTUK, Kakinada, Approved by AICTE 1SO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade 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 Soft-Skills demanded by every employer | | |
| 3 | Communication skills. | 1 | Lecture interspersed with discussions |
| 4 | Your Resume or CV | | |
| 5 | Group discussions | From: | |
| 6 | Job Interviews | 19/02/2024 | |
| 7 | Body language: Reveals your Inner self | | |
| 8 | Enhance your writing skills-Creat an impression. | To: | |
| 9 | Fog Index: Provide guidance for Proper Writing | 29/06/2024 | |
| 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. | | |

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 198-



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science & Humanities

ACTUAL LESSON PLAN

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

Branch : ECE-A

| No.of Periods | TOPIC | Date | Remarks |
|-----------------|---|-----------|---------------|
| 1. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| - 19 | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | THE RESERVE |
| | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | ion skills | | |
| | Importance of communication skills | 28/ 03/24 | 100 |
| | Verbal &Non-verbal communication | 01//04/24 | 12 28 |
| 4.Your Resum | e or CV | | |
| 100 | Types explained | | |
| | Write your Resume | 10//04/24 | |
| 5 Group discu | ssions | | |
| 7 | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| 6. Job Intervie | ws | | |
| | Mock-interviews conducted | 04/ 05/24 | |
| 7. | Body language: Reveals your Inner self | 09//05/24 | Establish But |
| 8. | Enhance your writing skills-Creat an impression. | 10.00.00 | 100 |
| 9. | Fog Index: Provide guidance for Proper Writing | 23//05/24 | yey (U) |

SRK INT



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 Department of Science & Humanities

| 10. | Beware of Pit falls: Avoid errors | 26/ 05/24 | |
|-----|---|-----------|--|
| 11 | Language laboratory: Facilitating Self improvement | | |
| 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

Pilittina.

SRK INSTITUTE OF TECHNOLOGY CHIKEPADU, VIJAYAWADA-521 108.



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution , Accredited with NAAC 'A' grade Department of Science & Humanities

ACTUAL LESSON PLAN

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

Branch: ECE-B

| No. of Periods | TOPIC | Date | Remarks |
|-------------------|---|-----------|------------------|
| 1. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
| | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | ion skills | | or _{es} |
| | Importance of communication skills | 28/03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resum | e or CV | | |
| | Types explained | 05/ 04/24 | ± 1 |
| | Write your Resume | 10//04/24 | |
| 5 Group discu | ssions | | |
| | Guidelines given | 17/ 04/24 | |
| 11 _ 1 | Group discussions conducted | 24//04/24 | |
| 6. Job Intervie | ws | | |
| Trees america | Mock-interviews conducted | 04/ 05/24 | = |
| 7. | Body language: Reveals your Inner self | 09//05/24 | |
| 8, | Enhance your writing skills-Creat an impression. | 10/ 03/24 | NA |
| 9. | Fog Index: Provide guidance for Proper Writing | 23//05/24 | 17/1/16 |

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-S21 TOR.



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| 10. | Beware of Pit falls: Avoid errors | 26/ 05/24 | |
|-----|---|-----------|--------|
| 11 | Language laboratory: Facilitating Self improvement | | N TOT |
| 12 | Acquaintance with E-learning comcepts and Techniques | 02/ 06/24 | 2/1/25 |
| 13 | Skills Development and Career growth. | 04//06/24 | |

Signature of Faculty

Signature of HOD

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 198.

Fulled



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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

Resourse person : B.R.NAGAVALLI

Number of participants: 132

×

- 1.Personality development
- 2. Soft-Skills demanded by every employer
- Communication skills.
- 4. Your Resume or CV Job Interviews
- 5. Group discussions Beware of Pit falls: Avoid errors
- Enhance your writing skills-Create an impression.
- Acquaintance with E-learning concepts and Techniques
- 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 7

SRK INSTE



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade 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 2 | Personality development Soft-Skills demanded by every employer | | |
| 3 | Communication skills. | | Lecture interspersed with discussions |
| 4 | Your Resume or CV | | |
| 5 | Group discussions | From: | |
| 6 | Job Interviews | 19/02/2024 | |
| 7 | Body language: Reveals your Inner self | 2,000,000,000 | |
| 8 | Enhance your writing skills-Creat an impression. | To: | |
| 9 | Fog Index: Provide guidance for Proper Writing | 29/06/2024 | |
| 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. | | |

SRK INSTITUTE OF TECHNO ENIKEPADU, VIJAYAWADA-53



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

Year/ Semester: 1/II

Branch: CSM-B

A.Y: 2023-24

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





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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: 1/11

Branch: CSM-B

| io. of Periods | TOPIC | Date | Remarks |
|-------------------|--|-----------------|---------------|
| 1. Persona | lity development | MANAGEMENT COME | |
| | Personality development-explained | 19/ 02/24 | |
| 77 100 | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
| | Soft-Skills demanded by every employer | 11/ 03/24 | |
| 110 | Importance of soft-skills | 16//03/24 | No Deviati |
| The state of | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | | | |
| | Importance of communication skills | 28/ 03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resum | e or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | |
| 5 Group discu | ssions | | |
| | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| 6. Job Intervi | cws | | |
| U. 200 Intervi | Mock-interviews conducted | 04/ 05/24 | |
| 7. | Body language: Reveals your Inner self | 09//05/24 | TAT . |
| 0 | Enhance your writing skills-Creat an impression. | 16/ 05/24 | SRK INSTITUTE |
| 8. | Fog Index: Provide guidance for Proper | | |



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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 CHINOLOG



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ACTUAL LESSON PLAN

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

| Branch | ÷ | COV | 1-A |
|--------|---|-----|-----|
| | | | |
| | _ | _ | |

| eriods | TOPIC | Date | Remarks |
|-----------------|---|-------------|--|
| 1. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| THE 61 | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
| | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| C. Carles | Soft skills-life skills | 23/ 03/24 | |
| .Communicati | Importance of communication skills | 28/ 03/24 | |
| | | 01//04/24 | The same of the sa |
| | Verbal &Non-verbal communication | 01//04/24 | 100 |
| Your Resum | e or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | 7 -10 |
| 5 Group discus | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| 6. Job Intervie | | | |
| | Mock-interviews conducted | 04/ 05/24 | |
| 7. | Body language: Reveals your Inner self | 09//05/24 | |
| 8. | Enhance your writing skills-Creat an impression. | Car Comment | |
| | Fog Index: Provide guidance for Proper Writing | 23//05/24 | PRINCIPAL RK INSTITUTE OF TECH |



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution , Accredited with NAAC 'A' grade Department of Science & Humanities

| 10. | Beware of Pit falls: Avoid errors | 26/ 05/24 | |
|-----|---|-----------|--|
| 11 | 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 FOUNDLOGY, ENIKEPADU, VALAGAMBA-521 1983



An Autonomous Institution, Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science & Humanities

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

7

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

SANTEPAGU, VIJAYAWADA SKI VO



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution , Accredited with NAAC 'A' grade 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 |
|------|--|------------|--|
| | Personality development | | |
| 2 | Soft-Skills demanded by every employer | | Lecture interspersed with discussions |
| 3 | Communication skills. | | |
| 4 | Your Resume or CV | | |
| 5 | Group discussions | From: | |
| 6 | Job Interviews | 19/02/2024 | |
| 7 | Body language: Reveals your Inner self | | |
| 8 | Enhance your writing skills-Creat an impression. | To: | |
| 9 | Fog Index: Provide guidance for Proper Writing | 29/06/2024 | |
| 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 SRK INSTITUTE OF TECHNOLOGY EMXERAGU, MUNYAWADA-521 10



SRK INSTITUTE OF TECHNOLOGY, Enikepadu, Vijayawada 521108
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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. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
| , | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | ion skills | | |
| | Importance of communication skills | 28/ 03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resum | e or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | |
| 5 Group discu | ssions | | |
| | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| 6. Job Intervie | ews | | |
| 27772 4117171 | 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 | Eller Property |
| 9. | Fog Index: Provide guidance for Proper Writing | 23//05/24 | |



SRK INSTITUTE OF TECHNOLOGY, Enikepadu, Vijayawada 521108
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| 10. | Beware of Pit falls: Avoid errors | 26/ 05/24 | |
|-----|---|---|--|
| 11 | Language laboratory: Facilitating Self improvement | CONTRACTOR OF THE PROPERTY OF | |
| 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

E' ... E'AUU, Yranipunun-821 108



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution , Accredited with NAAC 'A' grade Department of Science & Humanities

REPORT

Date-: 05-07-2024

Name of the programme: LANGUAGE AND COMMUNICATION SKILLS-

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

Number of hours: 38hrs

Resourse person :V.Navatha

Number of participants: 132

Topics covered -:

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

PRINCIPAL SRK INSTITUTE OF TECHNOLOGY ENIKEPAGU, VIJAYAWADA-521 108.

Williams



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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 |
|------|--|------------|--|
| | Personality development | | |
| 2 | Soft-Skills demanded by every employer | | Lecture interspersed with discussions |
| 3 | Communication skills. | | |
| 4 | Your Resume or CV | | |
| 5 | Group discussions | From: | |
| 6 | Job Interviews | 19/02/2024 | |
| 7 | Body language: Reveals your Inner self | - | |
| 8 | Enhance your writing skills-Creat an impression. | To: | |
| 9 | Fog Index: Provide guidance for Proper Writing | 29/06/2024 | |
| 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. | | |

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108



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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: 1/11

Branch: CSE-A

| No. of | | Date | Remarks |
|---------------|--|----------------|--------------|
| eriods | TOPIC | Date | Kemarks |
| 1. Persona | lity development | Maria Para San | |
| | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
|) | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | ion skills | | |
| | Importance of communication skills | 28/ 03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resum | ne or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | |
| 5 Group discu | ussions | | |
| | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| | | | |
| 6. Job Interv | Mock-interviews conducted | 04/ 05/24 | |
| 7. | Body language: Reveals your Inner self | 09//05/24 | |
| 8. | Enhance your writing skills-Creat a impression. | 17177 | Pol. 1 |
| 9. | Fog Index: Provide guidance for Propo Writing | 23//05/24 | 1(10) |

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SRK INSTITUTE OF TECHNOLOGY, Enikepadu, Vijayawada 521108
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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

ENIKEPADU, VIJAYAWADA-521 108



An Autonomous Institution, "Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science & Humanities

REPORT

Date -: 05-07-2024

Name of the programme: LANGUAGE AND COMMUNICATION SKILLS-

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

Number of hours: 38hrs

Resourse person :V.Navatha

Number of participants: 132

Topics covered -:

1.Personality development

2. Soft-Skills demanded by every employer

Communication skills.

4. Your Resume or CV , Job Interviews

5. Group discussions Beware of Pit falls: Avoid errors

Enhance your writing skills-Create an impression.

9. Acquaintance with E-learning concepts and Techniques

10. Language laboratory: Facilitating Self improvement

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The students benefitted immensely from this course.

COORDINATOR

SRK INSTITUTE OF COHNOLOGY ENIKEPADU, VIJAYAWADA-521 108.



Academic Year: 2022-23

SRK INSTITUTE OF TECHNOLOGY Enikepadu, Vijayawada 521108 Department of Science and Humanities

SRKIT/

FACULTY INDIVIDUAL TIME TABLE

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 | 10Mi n | 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 | | 4 | 5 | | 6 | 7 | 8 |
| MON | | | | | | | | | | |
| TUE | | | CSE-B | × | | | = | CSE-A | | |
| ○ ED | CSE-B | | IT | EA | | | LUNCH | | | |
| THU | | | | BR | П | | | CSE-A | | CSE-A |
| FRI | TE ST | | | | | | | | | |
| SAT | Li-E | 123 | | | | | | | | |

Faculty Sign

HoD Date

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

| | | | | | S | ection 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 | | 4 | 5 | | 6 | 7 | 8 |
| MON | AC | ES | DS | | CC |)(T) | | M-II(T) | | PP |
|)E | M-II | со | PP | × | y DS | | = | PP LAB | | |
| WED | СО | T&P | SS | M-II SS | AC | LUNCH | M-II | PP | 0- | |
| THU | M-II | A | C(T) | | SS | T&P | 3 | DS | PP | со |
| FRI | DS | AC | PP | | M-II | ES | | - | AC LAB | |
| SAT | | -DS LAI | 3 | 1 1 | AC | ES | | CO | DS | SPORTS |
| S.No. | Name o | f the Sub | ject | | | Name of the Faculty | | | | |
| 1 | Mathem | atics-II (F | 201201) | 7 | | Ms.S.Kalpana | | | | |
| 2 | | | ry (R2012 | 15) | | Dr.T.V.Nagalakshmi | | | | |
| 3 | Comput | er Organi | zation (R2 | 01216) | | Mr. B.S.S.Tejesh | | | | |
| 4 | Data St | uctures (I | 2201218) | | | Ms. A. Akhila | | | | |
| 5 | Python | Programn | ning (R201 | 225) | | Mr. Basha | | | | |
| 6 | Environ | mental Se | cience (R2) | 01228) | | | C.Deepthi | | | |
| 7 | Applied Chemistry Laboratory (R201239) | | | C. C. | '.Nagalak | shmi | | | | |
| 8 | Data Structures Laboratory (R201241) | | | | Ms. A. Akhila | | | | | |
| 9 | Python | Programm | ning Labor | ratory (R | 201250) | Mr. Ba | | | | |
| 10 | Soft Sk | ills | Trailer - | 3.7 | | Ms.V. | Navatha | | | |

SRK INSTITUTE OF TECHNOLOGY

ENIKEPADU, VIJAYAWADA-521 108,



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: 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 | | 4 | 5 | | 6 | 7 | 8 | |
| MON | CO | T | &P | | AC | PP | | M-II | CO | DS | |
| ● Æ | | -DS LAB | DS LAB | | ∠ T&P | | 1_ | SS | AC | PP | |
| WED | | -AC LA | В | EA | D | S(T) | LUNCH | CO | PP | M-II | |
| THU | DS | N | 1-11 | BR | CO | PP | 7 5 | SS | AC(T) | SS | |
| FRI | ES | M- | II(T) | | AC | DS | | | PP LAB- | | |
| SAT | AC | ES | М-П | | C | O(T) | | DS | PF | P(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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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 | | |
| 2 | Soft-Skills demanded by every employer | | |
| 3 | Communication skills. | | |
| 4 | Your Resume or CV | | |
| 5 | Group discussions | From: | Lecture |
| 6 | Job Interviews | 19/02/2024 | intersperse |
| 7 | Body language: Reveals your Inner self | | with |
| 8 | Enhance your writing skills-Creat an impression. | To: | discussion |
| 9 | Fog Index: Provide guidance for Proper Writing | 29/06/2024 | |
| 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



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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. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
| | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | ion skills | | |
| 100 | Importance of communication skills | 28/ 03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resum | e or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | |
| 5 Group discu | ssions | | |
| | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| 6. Job Intervie | ws | | |
| | Mock-interviews conducted | 04/ 05/24 | |
| 7. | Body language: Reveals your Inner self | 09//05/24 | |
| 8. | Enhance your writing skills-Creat an impression. | 10, 0.4.4 | pet 11 |
| 9. | Fog Index: Provide guidance for Proper Writing | 23//05/24 | (/ill |

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| 10. | Beware of Pit falls: Avoid errors | 26/ 05/24 | E |
|-----|---|-----------|-----|
| 11 | Language laboratory: Facilitating Self improvement | 28//05/24 | - 2 |
| 12 | Acquaintance with E-learning concepts and Techniques | 02/ 06/24 | |
| 13 | Skills Development and Career growth. | 04//06/24 | |

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Department of Science & Humanities

ACTUAL LESSON PLAN

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

| | | | - | many and | |
|------|--------------|----|---|----------|---|
| D. | | | - | - L | |
| - 13 | 13. D | CH | E | E-E | • |

| No. of Periods | TOPIC | Date | Remarks |
|-------------------|--|-----------|--------------|
| 1. Persona | lity development | | |
| = = = -) | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
| | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | ion skills | | |
| | Importance of communication skills | 28/ 03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resum | e or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | 31 |
| 5 Group discu | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| | Group discussions conducted | | |
| 6. Job Intervie | ws | | |
| | Mock-interviews conducted | 04/ 05/24 | |
| 7. | Body language: Reveals your Inner self | 09//05/24 | |
| 8. | Enhance your writing skills-Creat an impression. | 10 03/24 | per mo |
| 9. | Fog Index: Provide guidance for Proper | 23//05/24 | 17/1 00 |

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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 comcepts and Techniques | 02/ 06/24 | |
| 13 | Skills Development and Career growth. | 04//06/24 | |

Signature of Faculty

Signature of HOD

TRK INSTITUTE OF TECHNOLOG ENIKEPADU, VIJAYAWADA-521 10



An Autonomous Institution, Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science & Humanities

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

ı.

1.Personality development

- Soft-Skills demanded by every employer
- Communication skills.
- 4. Your Resume or CV , Job Interviews
- 5. Group discussions Beware of Pit falls: Avoid errors
- Enhance your writing skills-Create an impression.
- 9. Acquaintance with E-learning concepts and Techniques
- 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.

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COORDINATOR

SRK INSTITUTE OF TECHNOLOG ENIKEPADU, VIJAYAWADA-521 10



An Autonomous Institution, ,Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution , Accredited with NAAC 'A' grade Department of Science & Humanities

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

Year/ Semester: 1/11

Branch: CSM-A

A.Y: 2023-24

| S.No | TOPIC | Date | Mode of Delivery |
|------|--|------------|---------------------|
| 1 2 | Personality development Soft-Skills demanded by every employer | | |
| 3 | Communication skills. | | Lecture |
| 4 | Your Resume or CV | | |
| 5 | Group discussions | From: | |
| 6 | Job Interviews | 19/02/2024 | intersperse |
| 7 | Body language: Reveals your Inner self | 2006 | with discussion |
| 8 | Enhance your writing skills-Creat an impression. | To: | discussion |
| 9 | Fog Index: Provide guidance for Proper Writing | 29/06/2024 | |
| 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. | | |

ENIKEPADU, VIJAYAWADA-521 108



An Autonomous Institution, Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade 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 |
|------|--|-------------------|--|
| | | | |
| 11 | Personality development | | |
| 2 | Soft-Skills demanded by every employer | From: 19/02/2024 | Lecture interspersed with discussions |
| 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. | To: 29/06/2024 | |
| 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. | | |

SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108.



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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: 1/II

| Branch | h | : | CSN | 1- | В |
|--------|---|---|-----|----|---|
| | | | | | |

| No. of Periods | TOPIC | Date | Remarks |
|-------------------|---|-----------|--------------|
| 1. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | 1 1156 |
| | Soft-Skills demanded by every employer | 11/ 03/24 | |
| | Importance of soft-skills | 16//03/24 | No Deviation |
| 2011 | Soft skills-life skills | 23/ 03/24 | |
| 3.Communicat | ion skills | | |
| | Importance of communication skills | 28/ 03/24 | |
| | Verbal &Non-verbal communication | 01//04/24 | |
| 4.Your Resume | e or CV | | |
| | Types explained | 05/ 04/24 | |
| | Write your Resume | 10//04/24 | |
| 5 Group discus | Guidelines given | 17/ 04/24 | |
| 115 | Group discussions conducted | 24//04/24 | |
| 6. Job Intervie | ws | | |
| | 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 | REST , 10000 |

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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 | |

tore of Faculty

Signature of HOD

SAK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108.



An Autonomous Institution, Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science & Humanities

ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: 1/II

Branch : CSM-A

| No. of Periods | торіс | Date | Remarks |
|-------------------|---|-----------|--------------|
| 1. Persona | lity development | | |
| | Personality development-explained | 19/ 02/24 | |
| | Self- analyses | 21//02/24 | |
| 2. Inter-pe | rsonal communication skills | | |
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| | Types explained | 05/ 04/24 | |
| 100 | Write your Resume | 10//04/24 | |
| 5 Group discus | sions | | |
| | Guidelines given | 17/ 04/24 | |
| | Group discussions conducted | 24//04/24 | |
| 6. Job Interview | | | |
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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 | |
| 9. | Fog Index: Provide guidance for Proper Writing | 23//05/24 | 19/1/00 |

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| 10. | Beware of Pit falls: Avoid errors | 26/ 05/24 | 4 |
|-----|---|-----------|---|
| 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

ENIKEPADU, VIJAYAWADA-521 108.



An Autonomous Institution, "Affiliated to JNTUK, Kakinada, Approved by AICTE ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science & Humanities

REPORT

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Name of the programme

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Resourse person : B.R.NAGAVALLI

Number of participants: 132

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- 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
- Enhance your writing skills-Create an impression.
- Acquaintance with E-learning concepts and Techniques
- Language laboratory: Facilitating Self improvement

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CORDINATOR

ENIKEPADU, VIJAYAWADA-521 10R.