

GOVERNMENT DEGREE COLLEGE

AVANIGADDA – 521121

ADD ON COURSE 2020-2021

FOR

II BA & II BSc (MPC)



DEPARTMENT OF ENGLISH

SOFT SKILLS



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Introduction:

The crucial role of language skills in personal and professional life is universally proven. Language skills and soft skills go hand in hand; one is theory, the other is application. In the contemporary era of globalization, it has become imperative to be proficient in both soft skills or life skills or people skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive international arena, the Department of English proposes to offer a specially designed Add on Course in Soft Skills.

This uniquely designed course aims at thorough understanding of the fundamental soft skills and of their practical social and workplace usage. It helps participants to communicate effectively and to carry themselves confidently and in harmony with the surroundings. They also learn how to identify and overcome the barriers in interpersonal relationships, and to employ oral and written communication, teamwork, leadership, problem-solving and decision-making skills, to gain best results.

Students would find this course immensely useful for landing in a great job, building a career and also finding employment as soft skills trainers.

Overview of the Course:

Duration and Class Schedule

- This course is offered for 30Hrs in an academic year.
- Duration: 15days. Each session of two hours from 3 pm - 5 pm
- The classes are conducted at _____
- Class Schedule: Classes shall be conducted on three week days from 3 pm - 5 pm (6 hours per week).
- Total number of hours is 30 hours.

Salient features:

- An integrated course with modules catering to both beginners as well as advanced learners.
- A comprehensive course that covers all the major aspects of soft skills training.
- Carefully designed sections on each soft skill that offer detailed information as well as practical exercises. Teaching methodology is learner-oriented, communicative and task-based.
- Aims at enriching the individual's personality and ensuring personal, social and professional productivity and satisfaction.
- The certificate is not only a valuable addition to the career profile but also qualifies one to impart vital soft skills training in different spheres.

Eligibility

- The Students pursuing Semester IV of any discipline are eligible for admission into the course.

Teaching Faculty

- Faculty of the Department of English will mentor the students during the course.

Teaching Procedure:

The sessions were conducted as per the Course calendar. Students attended the sessions in the College on designated days. In addition to the sessions, students were assigned activities. Faculty used the following methods for teaching.

- Classroom Presentations
- Videos
- Storytelling

- Games and activity based training

Evaluation Procedure

- The course shall have two components of evaluation:
 - a) Evaluation of 20 marks, comprising of quizzes/assignments, etc., covering all the modules;
 - b) Final Examination of 80 marks, comprising of – Written Examination (preferably MCQ – Multiple Choice questions from all the modules)
- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

Grading System

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table.

S.No.	Grade	Grade Points	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very Good)	8	70 to 79
4	B+ (Good)	7	60 to 69
5	B (Above Average)	6	50 to 59
6	C (Average)	5	45 to 49
7	P (Pass)	4	40 to 44

Soft Skills Topics/Syllabus

- 1. Introduction to Soft Skills**
- 2. Self Management : Self Awareness, understanding perceptions**
- 3. Critical Thinking & Problem Solving : Mindset, Motivation**
- 4. Presentation Skills : Body Language, Etiquettes**
- 5. Academic Debates: Group Discussions, Interviews, CV**
- 6. Group work/Team work**
- 7. Peer to Peer interaction**
- 8. Conclusion**



Enrolled Students:

27 Students from fourth semester of BSc and BA have enrolled in the course the following is the list of students enrolled.

Sl.No.	Register Number	Name of the Student	Class
1	Y191125028	G.Srujani	II BA
2	Y191125029	J.Pavan Kalyan	II BA
3	Y191125030	J.Lakshmi Teja	II BA
4	Y191125031	K.Apurupa	II BA
5	Y191125032	K.B.Nagamalleswara Rao	II BA
6	Y191125033	K.Sailaja	II BA
7	Y191125034	K.Bhadri	II BA
8	Y191125035	K.Kavya	II BA
9	Y191125036	K.Puspa	II BA
10	Y191125037	K.Gopi Raju	II BA
11	Y191125038	K.Ramya	II BA
12	Y191125039	K.Meenakshi	II BA
13	Y191125040	K.Snehalatha	II BA
14	Y191125041	K.Vamsi	II BA
15	Y191125042	K.Sai Kumar	II BA
16	Y193125012	B.V.P Uma Bala	II BSc (MPC)
17	Y193125013	Ch.Prasanna	II BSc (MPC)
18	Y193125014	Ch.S.Harshita	II BSc (MPC)
19	Y193125015	K.Maha Lakshmi	II BSc (MPC)
20	Y193125016	K.Venkateswara Rao	II BSc (MPC)
21	Y193125017	N.Urmila	II BSc (MPC)



22	Y193125019	R.Naga Prasad	II BSc (MPC)
23	Y193125020	T.Vamsi	II BSc (MPC)
24	Y193125021	U.Prasanna Kumar	II BSc (MPC)
25	Y193125022	V.Vani	II BSc (MPC)
26	Y193125023	K.Vijaya Lakshmi	II BSc (MPC)
27	Y193125024	V.Mounica	II BSc (MPC)
28	Y193125025	Y.Deepthi	II BSc (MPC)



Addon Course Plan

Duration 2hrs/Week	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6
1	Self Awareness	Identifying Strengths & Limitations	Success, Habits	Will Power & Drives	Self esteem Self Confidence	Self Discipline Self Mastery
	Understanding perspectives	Developing Positive Attitude	Personality Types	Knowing Your Type	Identifying other types	Transacting with different personalities
2	Mind Power	Mindset	Fixed Mind Set	Growth MindSet	Values	Beliefs
	Motivation	Achieving Excellence	Self Actualization	Goal Setting	Life & Career Planning	Constructive Thinking
3	Netiquette, Effective emails	Telephone etiquette	Conducting Meetings	Writing Minutes of meeting	Writing effective Reports	Writing Letters, Memos, Notices
	Body Language	Body Language in Group Discussion	Body Language in Interview	Body Language in Professional Context	Body Language in Personal Context	Developing Influential Body Language

Government Degree College, Avanigadda

Department of English

Add on Course on Soft Skills

8th Feb 2021 to 25th Feb 2021

ATTENDANCE

Sl. No	Name of the Student	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15
1	G.Srujani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	J.Pavan Kalyan	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P
3	J.Lakshmi Teja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	K.Apurupa	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
5	K.B.Nagamalleswara Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	K.Sailaja	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
7	K.Bhadri	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
8	K.Kavya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	K.Puspa	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
10	K.Gopi Raju	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P
11	K.Ramya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	K.Meenakshi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	K.Snehalatha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	K.Vamsi	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P
15	K.Sai Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	B.V.P Uma Bala	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Ch.Prasanna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

18	Ch.S.Harshita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	K.Maha Lakshmi	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
20	K.Venkateswara Rao	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
21	N.Urmila	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	R.Naga Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	T.Vamsi	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P
24	U.Prasanna Kumar	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
25	V.Vani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	K.Vijaya Lakshmi	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
27	V.Mounica	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
28	Y.Deepthi	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P



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Performance Assessment

Sl.No.	Register Number	Name of the Student	Marks Obtained	Grade
1	Y191125028	G.Srujani	77	A
2	Y191125029	J.Pavan Kalyan	62	B+
3	Y191125030	J.Lakshmi Teja	71	A
4	Y191125031	K.Apurupa	70	A
5	Y191125032	K.B.Nagamalleswara Rao	55	B
6	Y191125033	K.Sailaja	65	B+
7	Y191125034	K.Bhadri	70	A
8	Y191125035	K.Kavya	71	A
9	Y191125036	K.Puspa	74	A
10	Y191125037	K.Gopi Raju	61	B+
11	Y191125038	K.Ramya	65	B+
12	Y191125039	K.Meenakshi	72	A
13	Y191125040	K.Snehalatha	63	B
14	Y191125041	K.Vamsi	52	B
15	Y191125042	K.Sai Kumar	60	B+
16	Y193125012	B.V.P Uma Bala	77	A
17	Y193125013	Ch.Prasanna	65	B+



18	Y193125014	Ch.S.Harshita	66	B+
19	Y193125015	K.Maha Lakshmi	74	A
20	Y193125016	K.Venkateswara Rao	76	A
21	Y193125017	N.Urmila	63	B+
22	Y193125019	R.Naga Prasad	47	C
23	Y193125020	T.Vamsi	66	B+
24	Y193125021	U.Prasanna Kumar	59	B
25	Y193125022	V.Vani	80	A+
26	Y193125023	K.Vijaya Lakshmi	75	A
27	Y193125024	V.Mounica	81	A+
28	Y193125025	Y.Deepthi	73	A



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Students' Feedback

At the end of the program, students were requested to provide their feedback about the Training Program. The form has 4 main sections: usefulness of the topics, top-3 achievements of the student, top-3 suggestions from the student, feedback about the trainers.

Most Liked Topics:

Interview Skills, Teamwork, Self motivation, Time Management, Positive Attitude, Critical Thinking.

Students' Achievement:

Confidence, Time Management, Self Motivation, Interview skills

Students' Suggestions:

Attendance Compulsion, Add more games, English Speaking, Maximize mock interviews.

Feedback about the Trainers:

Knowledge: Very Good

Presentation Skills: Excellent

Speed: Good



Certificate:

All the students who completed the Soft Skills Training Program successfully were awarded with a certificate. Overall 28 students completed the program. The College arranged a separate Certification Program with the Consultants, Principal, Coordinator & staff members of the College. All the students from the class, and students from First Year & Second Year attended the program.

Following is the design of the certificate.

COURSE COMPLETION CERTIFICATE	
	
<i>This is to certify that _____</i>	
<i>studying _____ has completed Add on Course on</i>	
<i>Soft Skills from 8th February 2021 to 25th February 2021</i>	
<i>organized by the Department of English.</i>	
Course Coordinator	Signature of the Principal

Conclusion

The Soft Skills Course was completed by the Department of English as per the expectations of the College. At the end of the Course students have informed that they have achieved their top expectations from the program - "Confidence & Time Management" and "English communication". Hence it can be concluded that the Course was successful in delivering the desired results.

D. m h

Principal

