

# 5.1.2—LIST OF SOFT SKILLS

S. No	Academic Year	Name of program Conducted in Soft Skills
1	2022-2023	Soft Skills
2	2021-2022	Rubicon Barclays Online Event - personality development training program
3	2021-2022	Barclays monthly events - personality development training program
4	2021-2022	Personality Development

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# Soft Skills – Certificate Course in association with Magic Bus

# **Organised by Placement Cell**

Start Date of Program: 16-11-2022

Proposed End Date of Program: 26-11-2022

Student Representative Name: A. Sai Likitha (MPCS – 7893063350), B Neha (MPCS 7396539341)

Number of Participants: 100

Mode (Online / Physical in your college): Physical

# **Syllabus**

1. Standard conversions in English (eg: With teachers, with parents, with friends, with employers etc,

- 2. Common errors students make while speaking and writing English
- 3. Telephone conversations Rules and Tone
- 4. Writing standard letters (complaint letters to authorities, request letters, leave letters)
- 5. Emails writing- etiquettes
- 6. Presentation skills, appearance
- 7. Interview skills for voice and non-voice jobs
- 8. How to improve vocabulary

antita



SAROJINI NAIDU VANITA MAHA VIDYALAYA COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY (Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society) NAAC Accredited 3rd Cycle

## Date: 10-11-2022

## SAROJINI NAIDU VANITA MAHA VIDYALAYA

# Notice

Placement Cell in association with Magic Bus is organising a 15 days "Soft Skill Training Program" for all UG II and III year students. Classes will be conducted offline. Interested students can register at Placement Cell on or before 14-11-2022.

Classes will commence from 16-11-2022

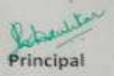
Time: 09:00 AM to 10:00 AM

Digital Certificate will be issued on successful completion of the course.

Course fee: Nil

Course strength is limited

100% Attendance is mandatory





#### Certificate



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COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY (Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society) NAAC Accredited 3rd Cycle

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COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY (Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society) NAAC Accredited 3rd Cycle



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# Capacity building and skills enhancement initiatives taken by the institution

## **1. Rubicon Training Program:**

**Rubicon's** "Connect with Work" Program, supported by Barclays aims at improving the employability skills of the youth. This initiative is supported by Barclays. Under this program, students will be trained by Corporate Trainers to enhance their Life skills which would help them significantly to increase their chance of succeeding in a job interview

## 2. Barclays Life Skills Training Program :



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9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	1
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12	Group Discussion	To access candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
	•	Total	24 hrs.

#### **Barclays Event Certificates link:**

https://drive.google.com/file/d/1TJefC401VpUoccQBAvf36T-foh4h94YV/view?usp=share\_link

Online Training Session from 7-06-2021 to 16-06-2021 on "Employability Skills" under "LifeSkills" program organized by Rubicon

#### Link of certificates

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#### **3.** Bonjour Francis :

#### **Course Content**

Salutations Alphabets, Accents Articles Daily use Objects Numbers Days and Months of the Year Self-Introduction French Cuisine Cities and Monuments of France Use of French Language Attendance sheet link:

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Feedback link:

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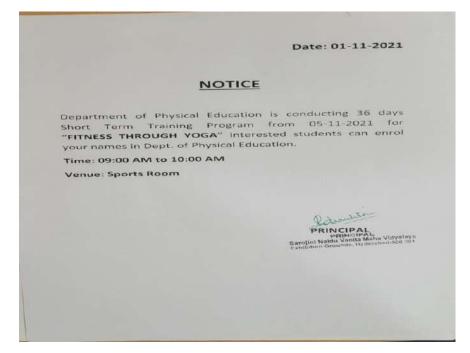
# 4. YOGA FOR DAILY LIFE - Report



Coordinator: Ms. K. Sudha Rani (Ph. No: 9985744130) Start Date: 03-01-2021 No.of students Participated: 34



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Coordinator: - Ms.K. Sudha Rani (Ph. No: 9985744130) Start Date: - 05-11-2021 No.of students Participated: - 22



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#### 6. AICTE FIT INDIA CHALLENGE



Event Name: AICTE FIT INDIA CHALLENGE Conducted: 03-12-2021 No. of students Participated: 50

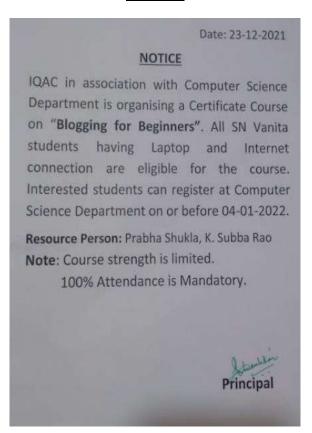
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Resource Person: Mrs. Prabha Shukla

Student coordinator: Vishwahitha CM, 89195 14161

The 30 hours course on "**BLOGGING FOR BEGINNERS**" started on 03-01-2022, free of cost. The course is conducted only for the students who are having Laptop/desktop to handle the project work smoothly. 15 students registered and attended the course. All the students has submitted their project work and were awarded certificates at the end of the course.



## **Notice**

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**Cloud Storage:** Types of Storage Basics of Cloud computing –Applications of Cloud Computing – Examples of Cloud Storage –Google drive iCloud- Streaming Using Cloud Technology-YouTube OTT. Types of Storage and Storage capacity on Cloud, Backend & Frontend, Client & Server, Programming v/s Drag and drop tools

#### Unit II:

**Blogging & its Core components:** Introduction to Blog- Difference between Webpage and Blog. Understanding the core concept of Blog and Blogging, Examples of famous Blogs – Amitabh Bachan-

Introduction to HTML Codes, Useful tags- simple examples and exercises

**Working with Pages and Layouts:** Creation of Blog- Blog Platforms – Introduction to BlogSpot dot cum. Different layouts. Creating Pages, Editing and Generating links Monitoring the blog- making the blog popular Views Post your Content/Photos/Videos.

#### **Course Outcome:**

- Choose and use the right blogging platform
- Post blog entries, complete with photos, videos, and other multimedia
- Maintain and promote their blog(s)
- Create, design, and name a blog
- Reach a desired audience with specific content

#### **Online Attendance sheet link:**

https://docs.google.com/spreadsheets/d/19ECSY3GiF488QQFbjqj193pftUl30lnGAtuJs-K0UxQ/edit?usp=sharing

#### Submitted assignments:

https://csevanita.blogspot.com/2022/01/preparation.html

SPEAKWITHME: COMMUNICATION SKILLS (learnscommunication.blogspot.com)

https://financialedutcationindia.blogspot.com/2022/01/financial-literacy-among-youth-in-india.html

https://seekjobwithme.blogspot.com/2022/01/learn-to-seek-job-with-me.html

#### **Photos link:**

https://drive.google.com/drive/folders/1gfOKXmDf0soYbI2rh51uECjsTFbzYiCl?usp=sharing





# **Certificate**

SAROUNI	NAIDU VANITA MAHA	VIDYALAYA
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## 8. Personality Development

A course on Personality Development was conducted by the Department of English from 20<sup>th</sup> April to 30<sup>th</sup> May, 2022. It was coordinated by Ms. Nikhat Fatima (+918978973241) and Ms. Adeeba Nishat (918121102242). A total number of 140 students enrolled in this forty-day course. Throughout the course, students were very enthusiastic and they had a enriching learning experience.

### **Outcome of the course: Personality Development**

The personality development course helped the students to better understand their personal talents, values and interests which further will help them to enhance their abilities. The course fulfilled at helping the students to explore themselves and identifying the various facets such as cultural, social and familial aspects that contributes to the formation of one's identity. The course also fulfilled at enhancing the employability and leadership skills by guiding them in discovering their strengths and weaknesses.

#### **Syllabus**

Day 1 – Define Personality
Factors of Personality development
Day 2 – Concepts
Goal Setting
Do small things in big day
Be open minded
Day 3 – Developing Effective Habits
Emotional Intelligence
Day 4 – Theories of Freud and Erikson
Day 5 – Assessment
Day 6 – Concept of Success and Failure
Day 7 – Attitude
Concept
Significance
Factors affecting attitude
Positive attitude, Negative attitude
Day 8 – Motivation
Concept of motivation
Significance
Internal And external motives
Importance of Self-motivation
Day 9 – Self Esteem
Symptoms
Advantages
Do's and Don'ts to develop positive self esteem
Day 10 – Assessment
Assignment
Day 11 – Body language
Day 12 – Problem Solving
Decision making skills
Day 13 – Stress Management
Day 14 – Character Building
Team Work
Day 15 – Time Management
Good manners and etiquette

- Day 16 Activities Enactment Role play Day 17 – Employability Quotient Resume Building The art of participating in Group Discussion Day 18 – Facing the Personal (HR & Technical) Interview Frequently Asked Questions
- Day 19 Activity Mock Interview
- Day 20 Final Assessment

# Flyer









#### 9. LSRW- Communication Skills

There are various Add-On Courses offered at Sarojini Naidu Vanita Maha Vidhyalaya, designed to enhance and enrich the students learning experience at the college as well as to cultivate and develop the skills needed for vocarious vocations and careers through a holistic approach to learning.

The course on LSRW was co-ordinated by Ms. Jaimala Nagre (9959268670), Ms. M. Supriya (9618168764), Ms. Sonam Thakur (7330940121), Ms. K. Mani (6300399430). Throughout the course, students were very enthusiastic. The course courses started on 20<sup>th</sup> April and ended on 30<sup>th</sup> May 2022.

#### **Outcome of the Course**

This report explains how students will be able to converse effectively in English with effective LSRW skills. It is important that students learn listening, speaking, reading, and writing skills not only for academic purposes, but also for future career success, to gain confidence while avoiding any kind of situation related to their studies, exams, interviews, jobs, etc.

#### **Syllabus**

#### LISTENING SKILLS

Techniques of Effective Listening Listening and Comprehension Probing Questions Barriers to Listening Listening Skills activities Assessments

#### SPEAKING SKILLS

Importance of Speaking Skills Enhancing Speaking Skills Common Errors SKILLS Fluency Pronunciation Different types of Speaking Skills Problems of Speaking Skills Activities Assessments

#### **READING SKILLS**

The Purpose of Reading Different kinds of Reading Classroom Approaches to Reading Focus on Reading in English for Academic Purposes:-SQ3R Technique Think-aloud Techniques in Critical Reading Close Reading Activities Assessments

#### WRITING SKILLS

Definition and Importance of Writing

Types of Writing Narrative Descriptive Discursive Argumentative

#### **C.V.** Writing





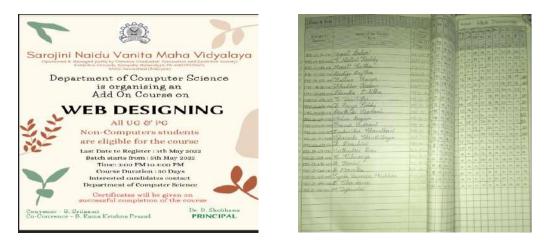






#### **10. Web Designing**

Department of Computer Science conducted 30 days Add on course on Web Designing from 05-05-2022. 22 students attended the course.



#### 11. Calligraphy workshop in Arabic and Urdu

Department of Urdu organized two days Calligraphy workshop on 21<sup>st</sup> and 23<sup>rd</sup> May 2022 for Urdu Language UG students. 40 students attended the program. Resource Person: Syed Moosa

Coordinator: Dr. Akhtar Sultana, Dr. Viquarunnisa

Organized two day workshop of <u>URDU</u> <u>CALLIGRAPHY</u> on 21<sup>st</sup> & 23<sup>rd</sup> May 2022 for degree I,II & III year students Calligrapher Artist: <u>Syed Moosa</u>



(Calligraphy artist Syed Moosa teaching his techniques with students)





# CERTIFICATE — OF PARTICIPATION —

THE CERTIFICATE IS PRESENTED TO:

<u>Maythri Avusula</u>

For successfully participating in Online Training Session from 07<sup>th</sup> June 2021 to 16<sup>th</sup> June 2021 on "Employability Skills" under "LifeSkills" program organized by Rubicon in collaboration with Sarojini Naidu Vanita Maha Vidyalaya, Hyderabad, Telangana.

Dhanya Narayanan

Chief Operating Officer

# Capacity building and skills enhancement initiatives taken by the institution

## **1. Rubicon Training Program:**

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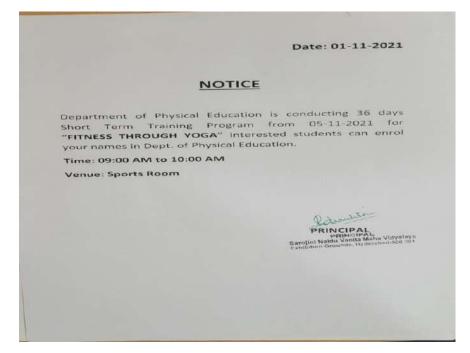
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Event Name: AICTE FIT INDIA CHALLENGE Conducted: 03-12-2021 No. of students Participated: 50

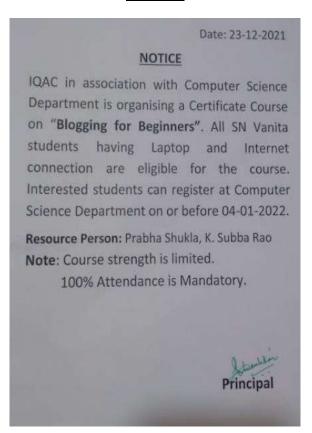
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SPEAKWITHME: COMMUNICATION SKILLS (learnscommunication.blogspot.com)

https://financialedutcationindia.blogspot.com/2022/01/financial-literacy-among-youth-in-india.html

https://seekjobwithme.blogspot.com/2022/01/learn-to-seek-job-with-me.html

#### **Photos link:**

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# Flyer









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This report explains how students will be able to converse effectively in English with effective LSRW skills. It is important that students learn listening, speaking, reading, and writing skills not only for academic purposes, but also for future career success, to gain confidence while avoiding any kind of situation related to their studies, exams, interviews, jobs, etc.

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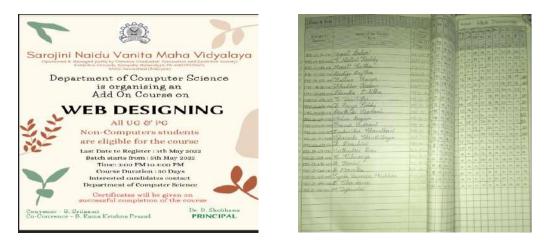






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Department of Urdu organized two days Calligraphy workshop on 21<sup>st</sup> and 23<sup>rd</sup> May 2022 for Urdu Language UG students. 40 students attended the program. Resource Person: Syed Moosa

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(Calligraphy artist Syed Moosa teaching his techniques with students)





# CERTIFICATE — OF PARTICIPATION —

THE CERTIFICATE IS PRESENTED TO:

Dhabale Sakshi

For successfully participating in "Career Sharing Session" on 25<sup>th</sup> June 2021 under "LifeSkills" program organized by Rubicon.



ham Dhanya Narayanan

Chief Operating Officer

# SAROJINI NAIDU VANITA MAHA VIDYALAYA

# Capacity building and skills enhancement initiatives taken by the institution

# **1. Rubicon Training Program:**

**Rubicon's** "Connect with Work" Program, supported by Barclays aims at improving the employability skills of the youth. This initiative is supported by Barclays. Under this program, students will be trained by Corporate Trainers to enhance their Life skills which would help them significantly to increase their chance of succeeding in a job interview

# 2. Barclays Life Skills Training Program :



New H	lire Training/ Personal	ity Development/ Employability Skills	
Sr. No.	Торіс	Learning Objectives	Duration
1	Expectation setting	To learn Industry expectations from fresher's	1
2	Ice breaking	To know more about the trainer & candidates	1
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2
5	Corporate Jargons	To learn most commonly used words in corporates	1
6	Public Speaking	To eliminate stage fear	2

7	Presentation Skills	To articulate your thoughts through Power point presentation	2
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	1
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2
12	Group Discussion	To access candidates' public speaking skills	2
13	Personal Interview	To perform well during interviews	4
	•	Total	24 hrs.

#### **Barclays Event Certificates link:**

https://drive.google.com/file/d/1TJefC401VpUoccQBAvf36T-foh4h94YV/view?usp=share\_link

Online Training Session from 7-06-2021 to 16-06-2021 on "Employability Skills" under "LifeSkills" program organized by Rubicon

#### Link of certificates

https://drive.google.com/file/d/1NniZBLbwMClGsbe-BK44wEX38fUiY6BS/view?usp=share\_link

## **3.** Bonjour Francis :

#### **Course Content**

Salutations Alphabets, Accents Articles Daily use Objects Numbers Days and Months of the Year Self-Introduction French Cuisine Cities and Monuments of France Use of French Language Attendance sheet link:

https://docs.google.com/spreadsheets/d/1LEi1Z\_FxCiWsRyvUU8wxrrI1QWkiPDog8LxjDuHVFc/edit?usp=sharing

Feedback link:

https://docs.google.com/spreadsheets/d/1e\_GsgLK1QmiPlC81sd0qfOyZorCpy02GDj4k9dTj PZY/edit?usp=share\_link

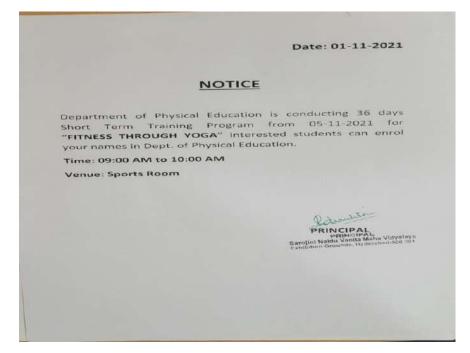
# 4. YOGA FOR DAILY LIFE - Report



Coordinator: Ms. K. Sudha Rani (Ph. No: 9985744130) Start Date: 03-01-2021 No.of students Participated: 34



# 5. FITNESS THROUGH YOGA - Report



Coordinator: - Ms.K. Sudha Rani (Ph. No: 9985744130) Start Date: - 05-11-2021 No.of students Participated: - 22



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## 6. AICTE FIT INDIA CHALLENGE



Event Name: AICTE FIT INDIA CHALLENGE Conducted: 03-12-2021 No. of students Participated: 50

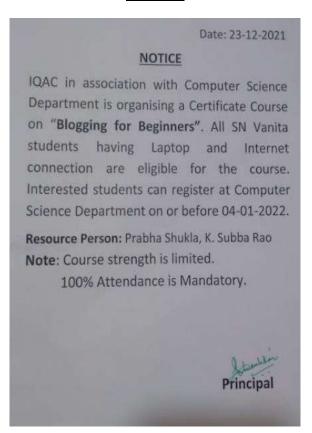
# 7. Blogging for beginners

# **Report**

Resource Person: Mrs. Prabha Shukla

Student coordinator: Vishwahitha CM, 89195 14161

The 30 hours course on "**BLOGGING FOR BEGINNERS**" started on 03-01-2022, free of cost. The course is conducted only for the students who are having Laptop/desktop to handle the project work smoothly. 15 students registered and attended the course. All the students has submitted their project work and were awarded certificates at the end of the course.



# **Notice**

#### Unit I:

**Introduction:** Internet, Basic Internet Terminology: WWW, Web Page, Web Browser, ISP, Search Engine-Types of search Engine-Efficiency of Search Engines

**Cloud Storage:** Types of Storage Basics of Cloud computing –Applications of Cloud Computing – Examples of Cloud Storage –Google drive iCloud- Streaming Using Cloud Technology-YouTube OTT. Types of Storage and Storage capacity on Cloud, Backend & Frontend, Client & Server, Programming v/s Drag and drop tools

## Unit II:

**Blogging & its Core components:** Introduction to Blog- Difference between Webpage and Blog. Understanding the core concept of Blog and Blogging, Examples of famous Blogs – Amitabh Bachan-

Introduction to HTML Codes, Useful tags- simple examples and exercises

**Working with Pages and Layouts:** Creation of Blog- Blog Platforms – Introduction to BlogSpot dot cum. Different layouts. Creating Pages, Editing and Generating links Monitoring the blog- making the blog popular Views Post your Content/Photos/Videos.

#### **Course Outcome:**

- Choose and use the right blogging platform
- Post blog entries, complete with photos, videos, and other multimedia
- Maintain and promote their blog(s)
- Create, design, and name a blog
- Reach a desired audience with specific content

#### **Online Attendance sheet link:**

https://docs.google.com/spreadsheets/d/19ECSY3GiF488QQFbjqj193pftUl30lnGAtuJs-K0UxQ/edit?usp=sharing

#### Submitted assignments:

https://csevanita.blogspot.com/2022/01/preparation.html

SPEAKWITHME: COMMUNICATION SKILLS (learnscommunication.blogspot.com)

https://financialedutcationindia.blogspot.com/2022/01/financial-literacy-among-youth-in-india.html

https://seekjobwithme.blogspot.com/2022/01/learn-to-seek-job-with-me.html

#### **Photos link:**

https://drive.google.com/drive/folders/1gfOKXmDf0soYbI2rh51uECjsTFbzYiCl?usp=sharing





# **Certificate**

SAROIINI	NAIDU VANITA MAHA	VIDYALAYA
(Speasared & Mana	upd Jointly by Oumanis Graduates' Association hiting Grounds, Nampally, Hyderahad, Ph-04	at and Exhibition Society) 229585676
Con	urse Completion Ce	rtificate
This is to certify the Of	a Ms_ Thulhadhayin	ie Guda. has successfully
completed the Ble	at Term Course /	Project / Internship
04-01-2022 (4)	04-02-2022 11	duration, held from offline / online mode.
Conducted by	omputer Science Depart	ment
	g. Silmi-	Dr. D. Shobhana
Coordinator	Head, Department	Principal

# 8. Personality Development

A course on Personality Development was conducted by the Department of English from 20<sup>th</sup> April to 30<sup>th</sup> May, 2022. It was coordinated by Ms. Nikhat Fatima (+918978973241) and Ms. Adeeba Nishat (918121102242). A total number of 140 students enrolled in this forty-day course. Throughout the course, students were very enthusiastic and they had a enriching learning experience.

# **Outcome of the course: Personality Development**

The personality development course helped the students to better understand their personal talents, values and interests which further will help them to enhance their abilities. The course fulfilled at helping the students to explore themselves and identifying the various facets such as cultural, social and familial aspects that contributes to the formation of one's identity. The course also fulfilled at enhancing the employability and leadership skills by guiding them in discovering their strengths and weaknesses.

## **Syllabus**

Day 1 – Define Personality
Factors of Personality development
Day 2 – Concepts
Goal Setting
Do small things in big day
Be open minded
Day 3 – Developing Effective Habits
Emotional Intelligence
Day 4 – Theories of Freud and Erikson
Day 5 – Assessment
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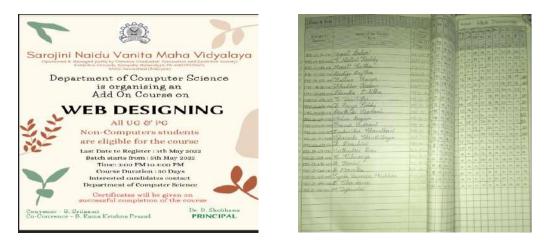






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autor

PRINCIPAL Sarojini Naidu Vanita Maha Vidyalaya Exhibition Grounds, Hyderabad-500 001