



# SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



## Cycle-1 NAAC Accreditation 2023

### Criteria 5 – Student Support and Progression

#### 5.1 Student Support

*5.1.2: Capacity building and skills enhancement initiatives taken by the institution include the following*

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Submitted to



**National Assessment and Accreditation Council**



S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**  
(Affiliated to Osmania University)

**Language and Communication Skills (2020-21)**

SNO	Name of the capability development and skills enhancement program	Number of students enrolled	Name of the experts
1	Effective Communication Skills	113	Ms.C.sirisha Devi,Dept.of Eng.SSDC,Kompally
2	Common errors in verbal communication	170	Ms.C.sirisha Devi,Dept.of Eng.SSDC,Kompally



NH – 44, Kompally, Secunderabad – 500 100. Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Manoj*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri(Dt)-500100



# SIVA SIVANI DEGREE COLLEGE

Affiliated to the Osmania University, Hyderabad  
Kompally, Secunderabad, Telangana 500100

Courses on

## Language and communication skills (Effective Communication Skills)

Conducted on

**12-09-2020**

Who can participate:

**Registered III Year Students**

Certificate will be provided for all  
active participants.

## RESOURCE PERSON

**Ms.C.sirisha Devi,  
Dept.of English  
SSDC, Kompally**

## About College:

A brain child of the dynamic Sri. S.P.Sampathy, Siva Sivani Degree College (SSDC) was established in the year 2002. Affiliated to the Osmania University which has a rich legacy of imparting quality education. A part of the S.P. Sampathy's Siva Sivani Group of Institutions, whose founder late Sri. S.P.Sampathy and the cofounder Smt. S. Aarathy, presently the president and the chief executive of the group, have had the experience of establishing and running world class educational institutions for nearly 61 years, SSDC, has dutifully traversed on the path hitherto used by the other group institutions and has carved a niche for itself in the arena of under graduate education in a span of 21 years of timeless efforts.

## Objectives of the program

- Purpose of effective communication skills is to facilitate clear, efficient, and meaningful communication between individuals or groups. Effective communication skills are crucial in various personal, professional, and social contexts.



*Mamatha*  
PRINCIPAL  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri(Dt)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**  
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Date: 11-09-2020

**CIRCULAR**

The students of our college are hereby informed that we are planning to conduct Effective Communication Skills on 12-09-2020 at 10 AM by Ms.C.sirisha Devi, Dept. of Eng. SSDC, Kompally at seminar hall. All the students must attend the program without fail.

**Copy to:**

1. All the HODs
2. Notice Board
3. File



*Mamathap*

**Principal**  
**PRINCIPAL**  
**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri(Dt)-500100



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*Mamathap*

**PRINCIPAL**  
**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri(Dt)-500100

**SIVA SIVANI DEGREE COLLEGE, KOMPALLY****STUDENTS ATTENDANCE SHEET****NAME OF THE ADD-ON/ VALUE ADDED COURSE: Effective Communication Skills****COURSE : B.COM COMP -III****NUMBER OF STUDENT  
ATTENDED :113**

S.No	HALLTICKET No.	NAME OF THE STUDENT
1	201217402064	NALLA SOWMYA GOUD
2	201218402001	SUNCHU NIROSHA
3	201218402002	VARAGANTI SHIRISHA
4	201218402003	TERALA RAVALI
5	201218402004	TATA VINEELA
6	201218402005	YEMBADI YASHWANTH REDDY
7	201218402008	SHIVAM TIWARI
8	201218402009	TELUKUNTA SAI SHARAN
9	201218402010	POTHARAJU NAGARAJU
10	201218402012	PALLE HARSHAVARDHAN REDDY
11	201218402013	MALLANAGARI SAIKANTH REDDY
12	201218402014	KOKKONDA SUSHMA
13	201218402015	SAMREEN
14	201218402016	GONE NAVANEETHA
15	201218402017	ATMAKURI LAKSHMI AISWARYA
16	201218402018	R MADHAVI
17	201218402019	JANAGAMA SAI ANWESH RAO
18	201218402020	THOTA NITISH
19	201218402021	P DISHANTH KUMAR
20	201218402023	TERALA ABHISHEIK
21	201218402024	KONDAM SANDEEP KUMAR
22	201218402026	SARITHA MAJHI
23	201218402027	RASAKACHULA JHANSI
24	201218402028	PASHAM AKHIL REDDY
25	201218402029	DAMAGATLA AMULYA
26	201218402030	BANDI VIVEK
27	201218402031	KADALI KALYANI
28	201218402032	PALLAPOTHU ANUSHAA
29	201218402033	LINGAIAHGARI DEEXITHA
30	201218402034	KIRAN KUMARI
31	201218402035	RAMTHIRATHI SHIVA SHANKAR
32	201218402037	MAMILLA NEETESH
33	201218402038	MANDALA SHIVA CHAND GOUD
34	201218402039	MOHAMMAD SHAIBAAZ

**Mamata**  
**PRINCIPAL****Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri(Dt)-500100

S.No	HALLTICKET No.	NAME OF THE STUDENT
35	201218402040	PALUGU SHRAVYA
36	201218402041	ARDA SRUTHI
37	201218402042	GORIJELLI DEEPTHI
38	201218402043	PARAMKUSHAM KAVYASREE
39	201218402044	G MADHURI
40	201218402045	CHIVUKULA VENKATA THARUN
41	201218402046	KUMMARI MANOJ KUMAR
42	201218402047	CH LAXMI NARASIMHA REDDY
43	201218402048	POORNIMA PANDEY
44	201218402049	TADURI SHIRISHA
45	201218402050	JAMMULADINNE LAXMI MOUNIKA
46	201218402051	POCHUGARI SAGARIKA
47	201218402052	KUMPATLA MANISHA NAGA TULASI
48	201218402053	RAVI SINGH CHAUHAN
49	201218402054	BONDUGULAPATI SAI RAVI TEJA
50	201218402055	KOMREDDY RAJ KUMAR REDDY
51	201218402056	SINGAMSHETTY VAMSI KRISHNA
52	201218402057	SANDANABOINA GOUTHAMI
53	201218402058	MARRI VANI
54	201218402059	JENJIRALA SHIVANI
55	201218402060	ETOLLU AKSHAYA
56	201218402061	RAMAKANT PALLAVI VAIKHUNTE
57	201218402062	MADDELA SUPRIYA GOUD
58	201218402064	UDUTHALA CHANDU
59	201218402065	CHILIVERI NAVEEN
60	201218402066	VALLAPU CHANDRA SHEKAR
61	201218402067	KARAN SHARMA
62	201218402068	KANIGIRI SAI SIRISHA AKANKSHA
63	201218402069	NETHIKUNTA Sampurna
64	201218402070	ARIGELA SADHANA
65	201218402071	MUKKERA SANGEETHA
66	201218402072	MOHAMMAD ATEEQ
67	201218402073	ARE SRINIDHI
68	201218402074	DURGAM MEGHANA
69	201218402075	KONINTY SIRISHA
70	201218402076	GEEDI SRILATHA
71	201218402077	MUDDANGULA SHIVA
72	201218402078	DEMULA SAINATH REDDY
73	201218402079	SUMAN DARGEE
74	201218402080	GADDAM AMAR DATTA REDDY
75	201218402081	KASAM SAIBADRINATH



  
**PRINCIPAL**  
 Siva Sivan Degree College  
 Kompally, Medchal-Malkajgiri(Dt)-500100

S.No	HALLTICKET No.	NAME OF THE STUDENT
76	201218402082	VUPPALA MANOHAR
77	201218402083	ANUBHAV SINGH
78	201218402084	GULLAIAHGARI KALYAN GOUD
79	201218402085	CHELIMALLA AKSHITHA
80	201218402086	BASHA BOINA BHARGAVI
81	201218402087	SHAIK RESHMA
82	201218402088	JANAGAMA KARTHIK GOUD
83	201218402089	KONTAME VISHNU REDDY
84	201218402090	MOHAMMED GHOUSE PASHA
85	201218402091	S PRAPUL REDDY
86	201218402092	ABBAGOUNI MANASA
87	201218402093	GADAPA SOWMYA
88	201218402094	SINGAM SRIVIDYA
89	201218402095	VUNGUTURI LAKSHMI THANMAI
90	201218402096	RUDRARAJU SRUTHI SAI
91	201218402097	NATHI VAMSHI KRISHNA
92	201218402098	RAMANKOL CHARITHA MANASA
93	201218402099	RUCHI TIWARI
94	201218402100	D SRI VARSHITHA
95	201218402101	THUNKUNTA BHAVANI
96	201218402102	MANJULA J
97	201218402103	ATTEM JAYAPRADHA
98	201218402104	MOVVA DHANA LAKSHMI DEVI
99	201218402105	KAMMARI BHAVANI
100	201218402106	PATHI GOWTHAMI
101	201218402107	KOMMU MALATHI
102	201218402108	SARA CHANDANA
103	201218402109	BABY SHALINI YADAV
104	201218402110	L PRATYUSHA GOUD
105	201218402111	S PRIYA
106	201218402112	DAPPU RUCHITHA
107	201218402113	SYED AFREEN
108	201218402114	KAMMARI MEGHANA
109	201218402116	SADHU RAMYA PRIYA
110	201218402117	JAGGA SOWMYA GOUD
111	201218402118	TARDARA NISHA
112	201218402119	BOKKA MANISHA REDDY
113	201218402120	B PRASHANTH KUMAR

*C. Srinivas*  
CO ORDINATOR



*Manoj*  
PRINCIPAL

**PRINCIPAL**

**Siva Sivan Degree College**  
Kompally, Medchal-Malkajgiri (Dist)-500102



S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**  
(Affiliated to Osmania University)

**Report of the Program**

**Effective communication skills**

**Name of the Resource Person : Ms. C. Sirisha Devi**

**Date : 12-09-2020**

**Venue : ONLINE**

**No. of Students Attended : 113**

On 12-06-2020, a lecture on "Effective Communication Skills" was held at seminar hall for students of Siva Sivani Degree College. The lecture was delivered by the Resource person Mr. M. Raju.

Effective communication skills are the cornerstone of success in both personal and professional realms. This report explores the significance of honing communication skills, the key components involved, and the far-reaching impact they have on various aspects of life.

**Importance of Effective Communication:**

Effective communication is fundamental to building and maintaining positive relationships, both personally and professionally. Strong communication skills are crucial for resolving conflicts, fostering collaboration, and maintaining a harmonious environment in various settings. Individuals with adept communication skills are more likely to excel in their careers, as they can convey ideas clearly, collaborate effectively, and lead with influence.

Effective communication skills are indispensable for personal and professional success. Whether in the workplace, social interactions, or personal relationships, mastering the art of communication enhances collaboration, fosters understanding, and paves the way for a fulfilling and successful life. As a lifelong journey, individuals are encouraged to continuously refine and develop their communication skills for ongoing personal and professional growth.

The lecture was followed by question and answer session. At the end, the head of the department offered a vote of thanks to all.



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Maneetop*  
PRINCIPAL  
Siva Sivani Degree College  
Kompally, Medical Institute (DI)-500100





S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**  
(Affiliated to Osmania University)



*MS*  
Coordinator



*Mamathap*  
Principal  
PRINCIPAL  
Siva Sivani Degree College  
Kompally, Medchal-Melkajgiri(Dt)-500100



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-92470-48112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamathap*  
Principal  
PRINCIPAL  
Siva Sivani Degree College  
Kompally, Medchal-Melkajgiri(Dt)-500100

## FEED BACK FORM

<b>Date</b>	12/9/20
<b>Student Name</b>	Manjula J
<b>Presenter</b>	Sirisha

**Instruction :** Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	/				
2	The workshop is meticulously organized and offers valuable information.		/			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.			/		
4	The presented information and/or skills proved to be relevant and beneficial.	/				
5	The resource person allocated sufficient time for queries and responded to them effectively.			/		
6	The resource person employed a student-centric approach to learning, proving highly effective.				/	
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics	/				
8	Both the information and activities conducted in the workshop were pertinent and beneficial.	/				

Please share any additional comments or suggestions you have regarding the works

*good*

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Student Signature  
*Manjula*



*Manmath*  
**PRINCIPAL,**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (DQ-500100)

## FEED BACK FORM

<b>Date</b>	12/09/2020
<b>Student Name</b>	KARAN SHARMA
<b>Presenter</b>	SIRISHA

**Instruction :** Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	✓				
2	The workshop is meticulously organized and offers valuable information.		✓			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.	✓				
4	The presented information and/or skills proved to be relevant and beneficial.		✓			
5	The resource person allocated sufficient time for queries and responded to them effectively.			✓		
6	The resource person employed a student-centric approach to learning, proving highly effective.			✓		
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics	✓				
8	Both the information and activities conducted in the workshop were pertinent and beneficial.		✓			

Please share any additional comments or suggestions you have regarding the works

Me

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Karan  
Student Signature



Mamata  
**PRINCIPAL**  
 Siva Sivani Degree College  
 Kompally, Muzhal-Balkajur (C.G. 4500100)

## FEED BACK FORM

<b>Date</b>	12/09/2020
<b>Student Name</b>	B. Vivek
<b>Presenter</b>	Srishta

**Instruction :** Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.		/			
2	The workshop is meticulously organized and offers valuable information.	/				
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6	The resource person employed a student-centric approach to learning, proving highly effective.	/				
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics		/			
8	Both the information and activities conducted in the workshop were pertinent and beneficial.	/				

Please share any additional comments or suggestions you have regarding the works

Good

Student Signature



Manoj  
PRINCIPAL

**Siva Shani Degree College**  
Koppal, Med. and Res. (D.S.)-50100



# SIVA SIVANI DEGREE COLLEGE

Affiliated to the Osmania University, Hyderabad  
Kompally, Secunderabad, Telangana 500100

Courses on

## Language and communication skills (Common errors in verbal communication)

Conducted on

**26-10-2020**

Who can participate:

**Registered III Year Students**

Certificate will be provided for all  
active participants.

## RESOURCE PERSON

**Ms.C.sirisha Devi,  
Dept.of English  
SSDC, Kompally**

## About College:

A brain child of the dynamic Sri. S.P.Sampathy, Siva Sivani Degree College (SSDC) was established in the year 2002. Affiliated to the Osmania University which has a rich legacy of imparting quality education. A part of the S.P. Sampathy's Siva Sivani Group of Institutions, whose founder late Sri. S.P.Sampathy and the cofounder Smt. S. Aarathy, presently the president and the chief executive of the group, have had the experience of establishing and running world class educational institutions for nearly 61 years, SSDC, has dutifully traversed on the path hitherto used by the other group institutions and has carved a niche for itself in the arena of under graduate education in a span of 21 years of timeless efforts.

## Objectives of the program

- .By addressing common errors in verbal communication, individuals can contribute to more effective and positive interactions, whether in personal or professional settings.



*Manoj*  
Siva Sivani Degree College  
Kompally, Secunderabad-Malkajgiri(Dr)-500100

**SIVA SIVANI DEGREE COLLEGE, KOMPALLY****STUDENTS ATTENDANCE SHEET****NAME OF THE ADD-ON/ VALUE ADDED COURSE:****Common errors in verbal communication****COURSE : B.COM COMP&TAX -III****No. OF STUDENTS ATTENDED : 170**

S.No	HALLTICKET No.	NAME OF THE STUDENT
1	201217402064	NALLA SOWMYA GOUD
2	201218402001	SUNCHU NIROSHA
3	201218402002	VARAGANTI SHIRISHA
4	201218402003	TERALA RAVALI
5	201218402004	TATA VINEELA
6	201218402005	YEMBADI YASHWANTH REDDY
7	201218402008	SHIVAM TIWARI
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9	201218402010	POTHARAJU NAGARAJU
10	201218402012	PALLE HARSHAVARDHAN REDDY
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14	201218402016	GONE NAVANEETHA
15	201218402017	ATMAKURI LAKSHMI AISWARYA
16	201218402018	R MADHAVI
17	201218402019	JANAGAMA SAI ANWESH RAO
18	201218402020	THOTA NITISH
19	201218402021	P DISHANTH KUMAR
20	201218402023	TERALA ABHISHEIK
21	201218402024	KONDAM SANDEEP KUMAR
22	201218402026	SARITHA MAJHI
23	201218402027	RASAKACHULA JHANSI
24	201218402028	PASHAM AKHIL REDDY
25	201218402029	DAMAGATLA AMULYA
26	201218402030	BANDI VIVEK
27	201218402031	KADALI KALYANI
28	201218402032	PALLAPOTHU ANUSHAA
29	201218402033	LINGAIAHGARI DEEXITHA
30	201218402034	KIRAN KUMARI
31	201218402035	RAMTHIRATHI SHIVA SHANKAR
32	201218402037	MAMILLA NEETESH
33	201218402038	MANDALA SHIVA CHAND GOUD
34	201218402039	MOHAMMAD SHAIBAAZ
35	201218402040	PALUGU SHRAVYA



*Nama*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (DI)-500100

S.No	HALLTICKET No.	NAME OF THE STUDENT
36	201218402041	ARDA SRUTHI
37	201218402042	GORIJELLI DEEPTHI
38	201218402043	PARAMKUSHAM KAVYASREE
39	201218402044	G MADHURI
40	201218402045	CHIVUKULA VENKATA THARUN
41	201218402046	KUMMARI MANOJ KUMAR
42	201218402047	CH LAXMI NARASIMHA REDDY
43	201218402048	POORNIMA PANDEY
44	201218402049	TADURI SHIRISHA
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48	201218402053	RAVI SINGH CHAUHAN
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52	201218402057	SANDANABOINA GOUTHAMI
53	201218402058	MARRI VANI
54	201218402059	JENJIRALA SHIVANI
55	201218402060	ETOLLU AKSHAYA
56	201218402061	RAMAKANT PALLAVI VAIKHUNTE
57	201218402062	MADDELA SUPRIYA GOUD
58	201218402064	UDUTHALA CHANDU
59	201218402065	CHILIVERI NAVEEN
60	201218402066	VALLAPU CHANDRA SHEKAR
61	201218402067	KARAN SHARMA
62	201218402068	KANIGIRI SAI SIRISHA AKANKSHA
63	201218402069	NETHIKUNTA Sampurna
64	201218402070	ARIGELA SADHANA
65	201218402071	MUKKERA SANGEETHA
66	201218402072	MOHAMMAD ATEEQ
67	201218402073	ARE SRINIDHI
68	201218402074	DURGAM MEGHANA
69	201218402075	KONINTY SIRISHA
70	201218402076	GEEDI SRILATHA
71	201218402077	MUDDANGULA SHIVA
72	201218402078	VEMULA SAINATH REDDY
73	201218402079	SUMAN DARGE
74	201218402080	GADDAM AMAR DATTA REDDY
75	201218402081	KASAM SAIBADRINATH
76	201218402082	VUPPALA MANOHAR



*Mawalet*  
**PRINCIPAL**  
**Siva Sivani Degree College**  
**Kompally, Medchal-Malkajgiri (Dt)-500100**

S.No	HALLTICKET No.	NAME OF THE STUDENT
77	201218402083	ANUBHAV SINGH
78	201218402084	GULLAIAHGARI KALYAN GOUD
79	201218402085	CHELIMALLA AKSHITHA
80	201218402086	BASHA BOINA BHARGAVI
81	201218402087	SHAIK RESHMA
82	201218402088	JANAGAMA KARTHIK GOUD
83	201218402089	KONTAME VISHNU REDDY
84	201218402090	MOHAMMED GHOUSE PASHA
85	201218402091	S PRAPUL REDDY
86	201218402092	ABBAGOUNI MANASA
87	201218402093	GADAPA SOWMYA
88	201218402094	SINGAM SRIVIDYA
89	201218402095	VUNGUTURI LAKSHMI THANMAI
90	201218402096	RUDRARAJU SRUTHI SAI
91	201218402097	NATHI VAMSHI KRISHNA
92	201218402098	RAMANKOL CHARITHA MANASA
93	201218402099	RUCHI TIWARI
94	201218402100	D SRI VARSHITHA
95	201218402101	THUNKUNTA BHAVANI
96	201218402102	MANJULA J
97	201218402103	ATTEM JAYAPRADHA
98	201218402104	MOVVA DHANA LAKSHMI DEVI
99	201218402105	KAMMARI BHAVANI
100	201218402106	PATHI GOWTHAMI
101	201218402107	KOMMU MALATHI
102	201218402108	SARA CHANDANA
103	201218402109	BABY SHALINI YADAV
104	201218402110	L PRATYUSHA GOUD
105	201218402111	S PRIYA
106	201218402112	DAPPU RUCHITHA
107	201218402113	SYED AFREEN
108	201218402114	KAMMARI MEGHANA
109	201218402116	SADHU RAMYA PRIYA
110	201218402117	JAGGA SOWMYA GOUD
111	201218402118	TARDARA NISHA
112	201218402119	BOKKA MANISHA REDDY
113	201218402120	B PRASHANTH KUMAR
114	201217406022	JAYARAAJ RASHMIKA
115	201217406042	RATHLAWATH NAVEEN NAYAK
116	201218406001	KANUGANTI KARTHIK
117	201218406002	BANDARI CHAITHANYA YADAV



*Mamatha*  
**PRINCIPAL**  
 Siva Sivani Degree College  
 Kompally, Medchal-Malkajgiri (Dt)-500100



S.No	HALLTICKET No.	NAME OF THE STUDENT
118	201218406003	MUNIGYALA BHANUTEJA
119	201218406004	PARSI GANA SHEKAR
120	201218406005	GALIGARI VARUN
121	201218406006	JAGDEEP KUMAR MALLAH
122	201218406007	BELLAMKONDA SREEKEERTHANA
123	201218406008	LAKAMARAJU HARSHITHA
124	201218406009	GANDHAM RUCHITHA
125	201218406010	KESHVANI ARMAN BAHADURBHA
126	201218406011	KURAKULA PAVAN KUMAR
127	201218406012	MOHAMMED MUSTAQUE
128	201218406013	AYESHA SAMREEN
129	201218406014	T PREETHI
130	201218406015	VELUKUCHI SWETHA
131	201218406016	KUKKADUGU AISHWARYA
132	201218406017	K S ROHIT
133	201218406018	JURRU SWATHI YADAV
134	201218406019	YAMSANI PUNITH
135	201218406020	MANDA SANTHOSHI
136	201218406021	ADIMULAM CHANDRA SHEKHAR
137	201218406022	MAMIDI BHAVANA
138	201218406023	GANULA SOWMYA
139	201218406024	PRIYA SINGH
140	201218406025	SONY
141	201218406026	PULIGILLA NIKITHA
142	201218406027	MANCHI CHANDU
143	201218406028	K UDAY REDDY
144	201218406029	PONNAM SAIRAM
145	201218406031	DEVAMBHATLA SWATHI
146	201218406032	BOREDA SANJANA
147	201218406033	DHENUKA LAKSHMI CHITROJU
148	201218406034	SEELANKI CHANDINI
149	201218406035	THAKKELLAPATI JAYASRI LAKSHMI
150	201218406036	PARUSHA VEENAKSHI
151	201218406038	PULI PAVAN KALYAN
152	201218406041	I VARSHA YADAV
153	201218406042	VARAKANTHAM VARSHA
154	201218406043	KOMPALLY MANISHA
155	201218406044	THOKALA SRAVANI
156	201218406045	MAMINDLA KAVYA
157	201218406046	BATHULA SRAVANI
158	201218406047	JIGNA CHOUDHARY



  
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S.No	HALLTICKET No.	NAME OF THE STUDENT
159	201218406048	SRIRANGAVARAM SHRAVYA
160	201218406049	BHARGAVI SANGWAI
161	201218406051	THURPATI MALLIKA
162	201218406052	ADIKE RADHIKA
163	201218406053	REHANA BANU
164	201218406054	POLISHETTY SOWMYA SARITHA
165	201218406055	BOMMA RAJITHA
166	201218406056	M OMKARI
167	201218406057	KAMADHULA TRIVENI
168	201218406058	DAPPILI KAVITHA
169	201218406059	NEELA KEERTHI
170	201218406060	SHIVAM SHARMA

*C. Srinivas*  
co-ordinator



*Manalathap*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt)-500100



*Manalathap*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt)-500100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**  
(Affiliated to Osmania University)

Date: 24-10-2020

**CIRCULAR**

The students of our college are hereby informed that we are planning to conduct a program on Common errors in verbal communication on 26-10-2020 at 2 PM by Ms.C.sirisha Devi, Dept. of Eng. SSDC, Kompally at seminar Hall. All the students are informed to attend the program without fail.

**Copy to:**

1. All the HODs
2. Notice Board
3. File



*Mamathap*  
Principal

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Kompally, Medchal-Malkajgiri(Dt)-500100



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamathap*  
**PRINCIPAL**  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri(Dt)-500100



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**Report of the Program**  
**Common Errors in Verbal Communication**

**Name of the Resource Person** : Ms. C. Sirisha Devi  
**Date** : 26-10-2020  
**Venue** : ONLINE  
**No. of Students Attended** : 170

On 26-10-2020, a lecture on "Listening and Writing Skills" was held at seminar hall for students of Siva Sivani Degree College. The lecture was delivered by the Resource person Ms. C. Sirisha Devi.

Listening and writing skills are integral components of effective communication, playing a crucial role in academic, professional, and personal success. This report explores the interplay between listening and writing skills, emphasizing their combined impact on communication proficiency.

The Listening and Writing Skills Workshop held on [insert date] was a comprehensive and engaging event designed to enhance participants' abilities in both listening comprehension and written communication. The workshop, hosted at [insert venue], focused on providing practical strategies to improve these essential skills in academic and professional settings.

**Objectives:**

The primary objectives of the Listening and Writing Skills Workshop were:

1. To develop active listening skills for better comprehension of spoken content.
2. To enhance participants' ability to take effective notes during lectures or discussions.
3. To improve writing skills, including organization, clarity, and coherence.
4. To provide practical tips for synthesizing information from listening activities into well-structured written forms.

**Agenda:**

The workshop comprised a series of interactive sessions, addressing key components of listening and writing skills:

1. **Active Listening Techniques:** Strategies for focused listening, including techniques such as paraphrasing, summarizing, and asking clarifying questions.
2. **Note-Taking Strategies:** Guidance on efficient note-taking during lectures, meetings, and conversations, with an emphasis on key concepts and main ideas.



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamata*  
Siva Sivani Degree College  
Kompally, Madhwal, Madhwal (D)-500100



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- 3. Writing Structure and Organization:** Tips on structuring written content, including introductions, body paragraphs, and conclusions.
- 4. Clarity and Coherence in Writing:** Techniques for expressing ideas clearly and ensuring logical flow in written communication.
- 5. Grammar and Punctuation:** A review of essential grammar rules and punctuation to enhance the overall quality of written work.
- 6. Synthesizing Information:** Practical exercises to integrate information gathered from listening activities into well-articulated written forms.
- 7. Peer Review and Feedback:** Participants engaged in peer review sessions, providing constructive feedback to enhance each other's writing skills.

Outcomes:

The Listening and Writing Skills Workshop produced several positive outcomes:

- 1. Improved Listening Comprehension:** Participants reported enhanced ability to understand and retain information from spoken content.
- 2. Effective Note-Taking:** Attendees demonstrated improved note-taking skills, enabling them to capture key points during lectures and discussions.
- 3. Enhanced Writing Proficiency:** Participants exhibited improved writing proficiency, including better organization, clarity, and coherence in their written communication.
- 4. Synthesis of Information:** The workshop facilitated the integration of information obtained through listening activities into well-structured written forms.

**Conclusion:**

The Listening and Writing Skills Workshop successfully met its objectives, equipping participants with practical tools to enhance their listening comprehension and written communication abilities. The skills acquired during the workshop are valuable for academic success, professional communication, and overall personal development.



NH – 44, Kompally, Secunderabad – 500 100, Telangana, INDIA  
Mobile: - +91-9247048112. Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamata*  
PRINCIPAL  
Siva Sivani Degree College  
Kompally, Madhwal-Balakrishna(Dr)-500 100



S. P. Sampathy's Siva Sivani Educational Society (2906/97)  
**SIVA SIVANI DEGREE COLLEGE**  
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*Sampathy*  
 Coordinator



*Mamathap*  
 Principal  
**PRINCIPAL**  
 Siva Sivani Degree College  
 Kompally, Medchal-Malkajgiri(DI)-500100



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA  
 Mobile: - +91-9247048112 Website: [ssdc.ac.in](http://ssdc.ac.in)

*Mamathap*  
 PRINCIPAL  
 Siva Sivani Degree College  
 Kompally, Medchal-Malkajgiri(DI) 500100

## FEED BACK FORM

<b>Date</b>	26/10/2020
<b>Student Name</b>	B. Rajitha
<b>Presenter</b>	Sivisha

**Instruction :** Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	/				
2	The workshop is meticulously organized and offers valuable information.		/			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.		/			
4	The presented information and/or skills proved to be relevant and beneficial.				/	
5	The resource person allocated sufficient time for queries and responded to them effectively.		/			
6	The resource person employed a student-centric approach to learning, proving highly effective.			/		
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics		/			
8	Both the information and activities conducted in the workshop were pertinent and beneficial.		/			

Please share any additional comments or suggestions you have regarding the works

good

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 Student Signature



Mamata  
**PRINCIPAL**  
 Siva Sivan Degree College  
 Koppal, Mysuru, Karnataka (C-600100)

## FEED BACK FORM

<b>Date</b>	26/10/20
<b>Student Name</b>	T. Preethi
<b>Presenter</b>	Srishta

**Instruction :** Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	✓				
2	The workshop is meticulously organized and offers valuable information.		✓			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.	✓				
4	The presented information and/or skills proved to be relevant and beneficial.		✓			
5	The resource person allocated sufficient time for queries and responded to them effectively.			✓		
6	The resource person employed a student-centric approach to learning, proving highly effective.	✓				
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics				✓	
8	Both the information and activities conducted in the workshop were pertinent and beneficial.		✓			

Please share any additional comments or suggestions you have regarding the works

*Good*

Student Signature *[Signature]*



*Manatep*  
PRINCIPAL  
**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri (Dt)-500100



## FEED BACK FORM

<b>Date</b>	26/10/2020
<b>Student Name</b>	OH. NAVIEN
<b>Presenter</b>	SARISHA

**Instruction :** Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	✓				
2	The workshop is meticulously organized and offers valuable information.		✓			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.	✓				
4	The presented information and/or skills proved to be relevant and beneficial.			✓		
5	The resource person allocated sufficient time for queries and responded to them effectively.			✓		
6	The resource person employed a student-centric approach to learning, proving highly effective.	✓				
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics			✓		
8	Both the information and activities conducted in the workshop were pertinent and beneficial.	✓				

Please share any additional comments or suggestions you have regarding the works

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*good*  
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*Navien*  
 Student Signature



*Mamata*  
**PRINCIPAL**  
**Siva Sivani Degree College**  
 Kompally, Madhav-Malkajgiri (Dt-500100)

## FEED BACK FORM

<b>Date</b>	26/10/2020
<b>Student Name</b>	R. Madhani
<b>Presenter</b>	Sivisha

**Instruction :** Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	✓				
2	The workshop is meticulously organized and offers valuable information.		✓			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.			✓		
4	The presented information and/or skills proved to be relevant and beneficial.	✓				
5	The resource person allocated sufficient time for queries and responded to them effectively.	✓				
6	The resource person employed a student-centric approach to learning, proving highly effective.		✓			
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics		✓			
8	Both the information and activities conducted in the workshop were pertinent and beneficial.	✓				

Please share any additional comments or suggestions you have regarding the works

Good

Student Signature *Madhani*



*Mamata*  
PRINCIPAL  
Siva Sivani Degree College  
Kompally, Medchal-Malkajgiri (Dt-500100)