

## Gycle-1 NAAC Accrediation 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 (2021-22)

| SNO | Name of the capability <br> development and skills <br> enhancement program | Number <br> of <br> students <br> enrolled | Name of the experts |
| :---: | :---: | :---: | :---: |
| $\mathbf{1}$ | Verbal Communication | 144 | Mr. Laxman Dept.of.Eng., SSDC,?Kompally |$|$| Essay Writing |
| :---: |

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## SIVA SIVANI

 DEGREE COLLEGEAffiliated to the Osmania University, Hyderabad Kompally, Secunderabad, Telangana 500100

## Courses on <br> Language and communication skills (Verbal Communication)

Conducted on
26-10-2021

## Who can participate:

Registered III Year Students

Certificate will be provided for all

## RESOURCE PERSON

## Mr. Laxman

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 ycar 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

- The primary object or purpose of verbal communication is to convey information, ideas, feelings, and messages through spoken words. Verbal communication is a fundamental aspect of human interaction


Date: $25-10-2021$

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Verbal Communication on 26-10-2021 at 10 A.M. at seminar hall by Mr. Laxman, Dept. of Eng, SSDC, Kompally All the students must attend the program without fail.

## Copy to:

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


| SIVA SIVANI DEGREE COLLEGE, KOMPALLY |  |  |  |
| :---: | :---: | :---: | :---: |
| STUDENTS ATTENDANCE SHEET |  |  |  |
| NAME OF THE ADD-ON/ VALUE ADDED COURSE: Verbal Communication |  |  | duration |
| COURSE BSC-III |  |  | No. Of STUDENTS ATtENDED : 144 |
| 5.No | hallticket No. | Name of the student | Signature of the student |
| 1 | 201219467001 | VADLA SHASHIKANTH CHARY | Shasty tensth chme |
| 2 | 201219467002 | GADDAM VAMSHI KIRAN REDDY | Vaukhiliten Re |
| 3 | 201219467003 | BATTI ARUN SAI | B-Aruy |
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| 8 | 201219467010 | KOYYA MEENAKSHI | k. Meenakhi |
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| 10 | 201219467012 | JAITHIWALA ANKITHA | Aubitha. I. |
| 11 | 201219467013 | CHERUKU NANDINI | C. Mandi'y' |
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| S.No | HALITICKET No. | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
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| 74 | 201219467076 | ANUPARTHI JHANSL RANI | shansk' |
| 75 | 201219467077 | VADICHERLA VASANTHA MARY | val |
| 76 | 201219467078 | DUMBALA MOUNENDER REDDY | anumadx |
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| 89 | 201219467091 | TIWARI ANKIT | T. Aubet |
| 90 | 201219467092 | RITESH KARSHANIYA | R. Karehamiya. |
| 91 | 201219467093 | BAJARLA ANUSHA | Dmexna. |
| 92 | 201219467094 | CHILAMULA RAJESH | C- Naiesh. |
| 93 | 201219467095 | VELLANKI SANKEERTHANA | I. Scalkeerthar |
| 94 | 201219467096 | ABBAGOUNI VARA PRASAD GOUD | A. Varaprasad |
| 95 | 201219467097 | VADTHYA KUSHALA | V.furnala |
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| 97 | 201219467099 | KANNAPURAM MOUNIKA | K. Mountlen. |
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| S.No | hallticket No. | name of the student | SIGNATURE OF THE Student |
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| 113 | 201219474013 | PALA VUAY SHANKAR | P. Vigaylsankar. |
| 114 | 201219474014 | AMUDA BHAVANA | A.Bhovat |
| 115 | 201219474015 | GINNE KIRAN KUMAR REDDY | Co. Kimon Kunad |
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| 129 | 201219474033 | SARJANA PAVAN KUMAR | C. Pawoun Kur-en |
| 130 | 201219474034 | RYAKALA MOUNIKA | R. Mhunicos. |
| 131 | 201219474035 | TERALA MADHURI | T-Madhmi |
| 132 | 201219474037 | MARAM SAI ROHITH | Supruen |
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| 135 | 201219474040 | N J SHIVANI | N.J.Shivam |
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co-ordinator


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Siva Sivani Degree College
Kompaily, Medchat-Maikalgith(D)-500100

# Report of the Program Verbal Communication 

| Name of the Resource Person | $:$ Mr. Laxman |
| :--- | ---: | :--- |
| Date | $: 26-10-2021$ |
| Venue | $:$ Class Room |
| No. of Students Attended | $: 144$ |

On 26-08-2022, a lecture on "Verbal Communication" was held for Final Year students of Siva Sivan Degree College. The lecture was delivered by the Resource person Ms. Sharon Ann.

Verbal communication means effectively presenting your thoughts in verbal format ie., by talking Verbal communication skills are essential in the world of business. Be it a weekly meeting or presentation to stakeholders, the importance of verbal communication is unparalleled. People always remember a person who speaks clearly, effectively, confidently, and charismatically.

For instance, Apple co-founder Steve Jobs's speech launching the iPhone is a classic example of brilliant verbal communication that people remember even today. Similarly, many speeches made by former US President Barack Obama are also unforgettable. A powerful speaker is also able to connect with their audience easily. Like Oprah Winfrey says, "Great communication begins with a connection." Before we explore the various defining features of verbal communication, let's look at its primary form. Verbal communication is oral in nature. Oral communication encompasses various activities such as talking, laughing or listening. We often navigate different emotional situations through oral forms of communication.

We also have written communication that includes script, alphabets, acronyms, logos and graphics. To interpret written messages, everyone involved must understand the code (e.g., the language). This is different from verbal or spoken communication.

There Are Several Characteristics That Are Specific to Verbal Communication, namely:

1. The Message Being Communicated Is Directly or Indirectly Related to An Object
2. We Use Concepts to Communicate Messages
3. The Content Should Be Understood by Both the Sender and Receiver
(Affiliated to Osmania University)
4. Cultural Factors Influence the Content of Messages
5. While Communicating Emotions and Feelings, A Sender's State of Mind Influences

Even though we talk to our friends, family and co-workers on a regular basis, we may not always be aware of how we re communicating. Mastering the art of verbal communication will help you in more ways than one. Let's explore different types of verbal communication and how your audience factors into it.

## Types of Verbal Communication

Verbal communication goes beyond words, sounds and languages. You need to know your audience to talk to them better. Remember that you can follow the Pyramid Principle and start with your main argument and then follow up with supporting statements. You can classify verbal communication into four types based on your audience.

## 1. Intrapersonal Communication

This is your private verbal communication channel. You talk to yourself and articulate your thoughts. Communicating with yourself will give you more confidence and clarity in your thoughts. It'll help you make up your mind, form your sentences, find suitable words and effective ways to connect with other people. This will help you gain your colleagues' trust in the workplace.

## 2. Interpersonal Communication

You can also call this one-to-one verbal communication. This type of communication happens between two individuals. It helps you understand if you're getting your thoughts across clearly. Reactions, responses and verbal and nonverbal cues from the other person will help you understand whether you're being understood or not. Make sure that you listen to the other person intently. Communication doesn't just mean to talk to someone. It's also about listening. So, listen, think and then respond. Take time to think and make sure you don't offend people with your response.

## 3. Small Group Communication

The number of people increases in small group communication. You move from communicating with a single participant to a few more. These small groups could be team meetings, board meetings or sales

S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)
meetings. The number of participants is small enough for everyone to communicale with each other. When you attend small group meetings, be prepared with a topic to make sure you stay on track. Stay on topic and allow enough time for everyone to present their thoughts.

## 4. Public Communication

You may also know this type as 'public speaking'. Here, an individual addresses a large number of people at once. Speeches, election campaigns and presentations are a rew examples of public communication. Since the number of people in the audience is larger in this type of communication, be sure to use words and phrases they'll understand easily and structure your thoughts before addressing the audience. The more prepared you are, the more confident you'll feel like a public speaker.


## FEED BACK FORM

| Date | $26-10-2021$ |
| :---: | :--- |
| Student Name | P. Seshu |
| Presenter | Cakshman [Verbal Communication] |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral (3) | Disagree (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\checkmark$ |  |  |  |  |
| 2 | The workshop is meliculously organized and offers valuable information. |  | $\checkmark$ |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. | $V$ |  |  |  |  |
| 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. |  |  | $\checkmark$ |  |  |
| 6 | The resource person employed $a$ student-centric approach to learning, proving highly effective. | $\sqrt{ }$ |  |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics | $\checkmark$ |  |  |  |  |
| 8 | Both the information and activities conducted in the workshop were pertinent and beneficial. | $\checkmark$ |  |  |  |  |

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



| Date | $26-10-21$ |
| :---: | :--- |
| Student Name | Redly Devi |
| Presenter | Lakshman (Verbal Communication) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. |  | $V$ |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. |  |  |  | $\checkmark$ |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $\checkmark$ |  |  |  |
| 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. | $\checkmark$ |  |  |  |  |
| 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 |  | $\checkmark$ |  |  |  |
| 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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| Date | $26-10-21$ |
| :---: | :--- |
| Student Name | K. Samjaun |
| Presenter | Cayuman (Yerbal Commanicatiou) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. |  |  | $\checkmark$ |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. | $\checkmark$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $\checkmark$ |  |  |  |
| 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. |  |  | $\checkmark$ |  |  |
| 6 | The resource person employed a student-centric approach to learning, proving highly effective. | $\int$ |  |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics |  | $\int$ |  |  |  |
| 8 | Both the information and activities conducted in the workshop were pertinent and benelicial. |  |  | $\Omega$ |  |  |

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



## DEGREE COLLEGE

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

## Courses on

## Language and

 communication skills (Essay Writtng)
## Conducted on

18-11-2021

## Who can participate:

## Registered III Year Students

Certificate will be provided for all active participants.

## RESOURCE PERSON

## Ms.E.Shalini, Dept.of Eng., SSDC, Kompally

## Objectives of the program

- .The object of essay writing is multifaceted. Whether in academic, professional, or personal contexts, essays serve as a means of expression, communication, and intellectual exploration.


## 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.


(Affiliated to Osmania University)

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Essay Writing on 18-11-2021 at 2 PM. at seminar hall by Ms. E. Shalini Dept. of Eng, SSDC,Kompally All the students must attend the program without fail.

Copy to:

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

 PRINCEPAK
Sha Sivani Degrea College Kompathy:Medchal-Maiket,-rri(D) 500100

| SIVA SIVANI DEGREE COLLEGE, KOMPALLY |  |  |  |
| :---: | :---: | :---: | :---: |
| STUDENTS ATTENDANCE SHEET |  |  |  |
| NAME OF THE ADDON/ VALUE ADDED COURSE:Essay Writtng |  |  | dURAT |
| COURSE B COM Hons\& bcom ca-III |  |  | No. Of Students Attended : 172 |
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| 1 | 201219407001 | RASOORI ANL KUMAR | AnMl Kumar. |
| 2 | 201219407002 | Malige gautam | M. Gautan |
| 3 | 201219407003 | KOKKONDA BASANTH REDDY | Bapaith |
| 4 | 201219407004 | N VIJAY KUMAR | K.Un knm |
| 5 | 201219407006 | GUMMADI AKANKSHA | $G$ A |
| 6 | 201219407007 | MALLAM VAISHNAVI | VAISHNAVI |
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| 16 | 201219407018 | MD AFTAB ALAM | MA.Aftab |
| 17 | 201219407019 | PUJARI DHARANI | $\triangle$ Dhavani |
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| 19 | 201219407021 | DRASHTI SANJAY PAREKH |  |
| 20 | 201219407022 | PADALA SAI PUJITHA | Sal Puith |
| 21 | 201219407023 | SARASAM MAHALAXMI | S.MAHALAKM1 |
| 22 | 201219407024 | LAMBADI SUPRIYA | Supruje |
| 23 | 201219407025 | KOLATHEKKAT SRAVYA | Srawnt |
| 24 | 20121940702 | TAMATAPU UDAY KUMAR | T. Udar |
| 25 | 201219407028 | PARVATHI RAHUL | RahuliP |
| 26 | 201219407029 | APPAJI NAGESHWARI | FA-Nageshwan' |
| 27 | 201219407030 | GORANTLA SREYA | Prejea. |
| 28 | 201219407031 | PENUMATSA PAVANI | P. Pleva: |
| 29 | 201219407032 | SHAIK FATHIMA | St Rothig |
| 30 | 201219407034 | KODAM CHETAN | $K$. Chetan |
| 31 | 201219407036 | M R SHRESHTA LAXMI | Shreshta |
| 32 | 201219407038 | ISHIVA SEEAS | Prhibay jas |
|  |  | $\left(\begin{array}{c} 5 / 5 \\ 5 \end{array}\right.$ | $\begin{aligned} & \text { Mamatiop } \\ & \text { PRINCTAPAL } \end{aligned}$ |


| S.No | HALLTICKET No. | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| :---: | :---: | :---: | :---: |
| 33 | 201219407039 | KONDAYYAGARI MOUNIKA | H, Mountere |
| 34 | 201219407040 | KUMMARI MANASA | Manare fz |
| 35 | 201219407041 | ANITHA | $\rightarrow \text { Anin-a }$ |
| 36 | 201219407042 | PULA NAVYA | P Noury |
| 37 | 201219407043 | NANDINI RATHI | N. Rathi |
| 38 | 201219407044 | THANNEERU SHYAM KUMAR | T. ©hyamothu |
| 39 | 201219407045 | P MEGHANA | - Meghes |
| 40 | 201219407046 | HANUMANTHU SAHITHYA | $5 \operatorname{cen}^{+1} P=U$ |
| 41 | 201219407047 | RICHARD CHRISTY NICHOLAS | chintar a Tichorlas |
| 42 | 201219407048 | DIVYA SINGH PARIHAR | $\triangle$ imer $S$ ingh |
| 43 | 201219407049 | ANTHRI DURGA BHAVANI | Fohamans |
| 44 | 201219407051 | GANGAPURAM NIKHIL | Nupter.67 |
| 45 | 201219407052 | PITTALA SRI CHANDANA | faci chandaray. |
| 46 | 201219407053 | DOMADUGU SIRIVENNELA | D- Siriverla |
| 47 | 201219407054 | PALERLA ARCHANA | Archaws |
| 48 | 201219407055 | KILLADA SHAILAJA | shalejer |
| 49 | 201219407056 | TAHNIYATH TABASSUM | ahnime STatoey |
| 50 | 201219407057 | NARASAPURAM NANDINI | o. Catindis |
| 51 | 201219407058 | NELLI PAVANI | PAVANE |
| 52 | 201219407060 | PATLOLLA VAISHNAVI | P. VAISNAVI |
| 53 | 201219407061 | S JESHWANTH | $\text { c } \sqrt{3} \text { arn ni }$ |
| 54 | 201219405001 | MUPPIDI MANOJ KUMAR | mamof bunnr |
| 55 | 201219405002 | KAMMARI SIDDARTHA CHARI | $\text { Sctath } 3012$ |
| 56 | 201219405003 | MADDELA NAVEEN KUMAR | MVNaveens |
| 57 | 201219405004 | Mr. SURYAVANSHI PRATHAP | TArathep |
| 58 | 201219405005 | T YOGITH KUMAR | T. Yooritt Reman |
| 59 | 201219405006 | MOHAMMED IMRAN | Pmeran |
| 60 | 201219405007 | AMBATI SHALINI | Shaline |
| 61 | 201219405008 | MADDA SRI HARSHINI | Col thanti: |
| 62 | 201219405009 | ARMAAN BAGHADIYA | $\text { Arm } 0 \leq B C$ |
| 63 | 201219405010 | MEKALA SIRISHA | Sivisha. |
| 64 | 201219405011 | MADHARABOINA MANISHA | Mrppuras |
| 65 | 201219405012 | SANDHYA KUMARI |  |
| 66 | 201219405013 | GUJJULA VAMSHINATH REDDY | Vamplinath © |
| 67 | 201219405014 | PARVATHANENI SAI ROHITH | P. Say Rokith |
| 68 | 201219405015 | BANAPAK0WGBAINITHIN | fai Nithim |
|  |  |  | lamalt- 0 <br> TivCIPAL |


| S.No | hallticket No. | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| :---: | :---: | :---: | :---: |
| 69 | 201219405016 | BANDA YASHWANTH MANIKANTA | Vahuracth |
| 70 | 201219405017 | AKULA SAI BABU | A fai Babry |
| 71 | 201219405018 | CHOWDARY LAKSHMI | Laperis chor |
| 72 | 201219405019 | UNNIGORLA KAVERI | 1). traveres |
| 73 | 201219405020 | M SOWMYA | formore |
| 74 | 201219405021 | KONDURI SHALINI | - - f i abis |
| 75 | 201219405022 | GIRI NISHAKUMARI | Niohabem: |
| 76 | 201219405023 | MARUPALLI SRIYA GOUD | In. Sump ham |
| 77 | 201219405024 | MEENAMPALLY SAI PRASHANTHI | Prashaithy |
| 78 | 201219405026 | NISHA VAISHNAV | D Jisha |
| 79 | 201219405027 | JANDHA BHANU PRAKASH | $T \text { cotan }$ |
| 80 | 201219405028 | BADAM NAVYA SRI | Nawyers ${ }^{\text {Ni}}$ |
| 81 | 201219405029 | S LAKSHMI PRASANNA | $S$, Latshi prase |
| 82 | 201219405030 | KUMMARI SOWMYA | -t Sownge |
| 83 | 201219405031 | KONTHA VAISHNAVI | * voishneni |
| 84 | 201219405032 | KAKARAPARTHI SUVARNA | Curand bear |
| 85 | 201219405033 | THAPA KUSUM | Klum. |
| 86 | 201219405034 | POTALLA ASHWINI | ASHWINR |
| 87 | 201219405035 | MEDISHETTY ANKITHA | H. Anketua |
| 88 | 201219405036 | VALLAKATI SOUJANYA | Ropranyer. |
| 89 | 201219405037 | ANGADI SURYA VARMA | - ${ }^{\text {Sawnre }}$ Nar |
| 90 | 201219405038 | SYED ADIL | fyed Aralil |
| 91 | 201219405039 | GOPANI PRAVEEN | Praveens 0 |
| 92 | 201219405040 | MD. SHAHED | Ptin 2 D |
| 93 | 201219405041 | SHANKAR BHATI | Shambas |
| 94 | 201219405042 | BHAVARLAL CHOUDHARY | Bhavatal |
| 95 | 201219405043 | D MOHITH | MOHITH |
| 96 | 201219405044 | CEYER SWETHA | Supethaz |
| 97 | 201219405045 | SURUKONTI LAVANYA | cutarame |
| 98 | 201219405046 | RISHIKA SHARMA | Sirnibe cto |
| 99 | 201219405048 | GOSI RUCHITHA | G. Ruchatsos |
| 100 | 201219405049 | SHEETAL RAPOLE | She tal |
| 101 | 201219405050 | SHILPA SHINDE | Shipa |
| 102 | 201219405051 | TANIRRU PREETHI | fo. frowi |
| 103 | 201219405052 | DMOUNIKA | ¢ I Mrunles |
| 104 | 201219405053 | Bing ind | $\frac{e}{\text { Quaroona. }}$ |
| 104 | 201219405053 |  |  |


| s.No | hallticket No. | name of the student | Signature of the student |
| :---: | :---: | :---: | :---: |
| 105 | 201219405054 | VENTIKA PRAVALIKA | $\checkmark$ Pravalites |
| 106 | 201219405055 | Jodu vanaja | I'Vongo |
| 107 | 201219405056 | C PRABHAKAAR REDDY | Frabhater |
| 108 | 201219405057 | JAMBULA SARIKA REDDY | J. Sarika Redo |
| 109 | 201219405058 | MEKALA PRAVEEN KUMAR | M Tfrave |
| 110 | 201219405059 | VALANDAS AKSHITHA GOUD | CAKSHITAA |
| 111 | 201219405060 | SOMARAPU SHILPA | frkilpa |
| 112 | 201219405061 | VANKAYALA AVANTHIKA | Vsavatio |
| 113 | 201219405062 | THOTAKURA LAXMI ANUSHA | 1 axniAmoths |
| 114 | 201219405063 | VANGALA POOJA | Poija |
| 115 | 201219405064 | SHAIK AMER | 8¢, Atwer |
| 116 | 201219405065 | MENDE DURGA BHAVANI | Drest BKaw |
| 117 | 201219405066 | THADEM AJAY KUMAR | - Ajayr. |
| 118 | 201219405067 | SHAIK KAMIL | A tansl |
| 119 | 201219405068 | JUHI KUMARI | Jukif Puman' |
| 120 | 201219405069 | PITCHAKUNTLA LOKESH | P Loweh |
| 121 | 201219405070 | L.M. SAI KRISHNA VARMA | trishna Vars |
| 122 | 201219405071 | A NANDA VARDHAN REDDY | Nandamardihas |
| 123 | 201219405072 | KAVALI IIKITHA | Niluthe |
| 124 | 201219405073 | KUNA DEEKSHITHA | Ker Deeloshotha |
| 125 | 201219405074 | POLA DHAMINI | Dhamini |
| 126 | 201219405075 | KANNAPURAM VINUSHNA GOUD | Viumer Govel |
| 127 | 201219405076 | CHAMANTHULA AKHILA | trbila |
| 128 | 201219405077 | RAMPALLY VAISHNAVI | P. Vank |
| 129 | 201219405078 | MOHAMMAD ZUBAIR BAIG | Fubair brig |
| 130 | 201219405079 | BATHELA KAVERI | B. Kaverí |
| 131 | 201219405080 | GOPAGANI AMULYA | Atmulus. $0^{7}$ |
| 132 | 201219405081 | ASHA SHARMA | Asha Sharma |
| 133 | 201219405082 | ANNABOINA SONI DEEPIKA | leoprica. |
| 134 | 201219405083 | VARALA CHANDRALEKHA | V.Ctontrater |
| 135 | 201219405084 | KUSHI KUMARI | Fushis |
| 136 | 201219405085 | DUbBASH NAVEEN | Naveon ${ }^{\text {d }}$ |
| 137 | 201219405086 | YEDLA SHASHI KEERTHI | Y. fharh |
| 138 | 201219405087 | BIJILI SUJANA | Br Sujant |
| 139 | 201219405088 | JODI ESHWARI | 5]. Reshno |
| 140 | 201219405089 |  | G.Mourilen |
|  |  |  | Mamet-9 |


| S.No | HALLTICKET No. | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| :---: | :---: | :---: | :---: |
| 141 | 201219405090 | ANTURI HEMA SRI | Anttrme SH |
| 142 | 201219405091 | GURUMANCHI PRASHANTH CHARY | Prathust |
| 143 | 201219405092 | MOHAMMED REHAN | Rehan |
| 144 | 201219405093 | RUHI SIMRA | Cmar keh: |
| 145 | 201219405094 | BHAKTI PATEL | Phakti EPatet |
| 146 | 201219405095 | GORLE NITHIN | 9 s rothr |
| 147 | 201219405096 | MANNE SHARATH CHANDRA | Sherash che |
| 148 | 201219405097 | DAMA RAGHU VARMA | Rasion Varus |
| 149 | 201219405098 | NEERUDI RAMYA | N. Ramers |
| 150 | 201219405099 | D GOUTHAMI | Sruthexi. D |
| 151 | 201219405100 | AMBALA CHANDANA | $c h e n d a r d$ |
| 152 | 201219405101 | VALANDAS SAHITHI GOUD | MSadust |
| 153 | 201219405102 | KATTA NIKITHA | L Nichtys |
| 154 | 201219405103 | MAILARAM BRAHAMAM | Eratumen. ${ }^{\text {M }}$. |
| 155 | 201219405104 | MUDDASANI NIHARIKA | M.Nithanles |
| 156 | 201219405105 | REDDYMALLA JHANSI | Thansi-R |
| 157 | 201219405106 | BRAMANKOL SUKANYA | B Swlowne, |
| 158 | 201219405107 | JANAGAMA RAKESH GOUD | $T M \text { Ralogh }$ |
| 159 | 201219405108 | MANTHENA VAISHNAVI | $M \sqrt{x} W_{A}=M^{1}$ |
| 160 | 201219405109 | RACHELI AKHILA | AEhila |
| 161 | 201219405110 | SHAIK TASLIM | Sle TTathi |
| 162 | 201219405111 | MUTHYALA MOUNIKA | MOUNPKA |
| 163 | 201219405112 | MIDDI SAI VARSHITHA | Varshilky. |
| 164 | 201219405113 | POKKULA ASMITHA | 1P. itshine |
| 165 | 201219405114 | SURAPARAJU ROHITH | Lothithre |
| 166 | 201219405115 | PASALA VAMSHI | P. Vamphi |
| 167 | 201219405117 | SANABOINA MOUNIKA | Merares ofe |
| 168 | 201219405118 | CHINTHAKINDI SARIKA | ch, sorithe |
| 169 | 201219405119 | MAMIDISETTY VIJAYA LAKSHMI | Vyan Labit |
| 170 | 201219405120 | PLLLI MAMATHA | PrMan-sther |
| 171 | 201219405121 | VIDYA SAGAR | Vidy Sagar |
| 172 | 201219405004 | SURYAVANSHI PRATHAP | S Prathat. |

Principal
S. P. Sampathy's Siva Sivani Educational Society (2906/97)
(Affiliated to Osmania University)

## Report of the Program

## Essay Writing

Name of the Resource Person : Ms. E. Shalini<br>Date<br>: 18-11-2021<br>Venue<br>: Seminar Hall<br>No. of Students Attended : 172

On 18-10-2022, a lecture on "Essay Writing" was held for Final year students of Siva Sivani Degree College. The lecture was delivered by the Resource person Ms. E. Shalini.

In essays, we test our language in an original and creative way, to convey the reader a memorable image of whatever you are describing.

An essay is generally, short piece of writing outlining the writer's perspective or story, it is often considered synonymous with a story or a paper or an article. Essays can be formal as well as informal. Formal essays are generally academic in nature and tackle serious topics. One type of essay is the descriptive essay which involves our senses. Our brain is so powerful that it can easily involve our senses. Our brain is so powerful that it can easily imagine scenario's and make use of our senses. The job of such an essay is to appeal to our senses in a way thal it creates an image in our minds.
Essays are written for various reasons - from helping others understand the subject matter you're writing about, to clarifying ideas and information. Developing essay ideas is a great way of getting to the root of the importance of the essay. Writing an essay will also help your general writing skills, helping you express yourself and your ideas.

- Outcome of writing essays: understanding English essay

The student will be able to:

- Brainstorming ideas for both sides of the argument
- Choosing the best ideas and writing the essay plan
- Writing a clear and effective introduction
- Crafting organized and logical body paragraphs
- Writing a great conclusion
- Building vocabulary for writing essays

Learning how to write an essay is a valuable skill that can help you in many aspects of life. Writing an essay can help you to:

NH - H, Kompally, Secunderabad - 500 100. Telangana, INDIA Mohile: - +91-9247048112. Websitet ssdc.ac.in
S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

- Organize your thoughts: Writing an essay requires you to think critically and logically about a topic. This can help you to organize your thoughts and ideas in a clear and concise manner.
- Communicate effectively: Writing an essay can help you to communicate your ideas and opinions in a clear and concise manner. This is an important skill that can be useful in many different situalions, such as in the workplace or in social settings.
- Develop your critical thinking skills: Writing an essay requires you to analyze and evaluate information, which can help you to develop your critical thinking skills.

Improve your writing skills: Writing essays can help you to improve your writing skills, such as grammar, spelling, and punctuation. This can be useful in many different contexts, such as in school or in the workplace.


Mamathap
Pidiele Siva Sivani Des: KompalydMedchul-Malkefanti(it)-500100

## FEED BACK FORM

| Date | $18-11-21$ |
| :---: | :---: |
| Student Name | Con.Sreya |
| Presenter | E.Shalivi (Esrey writing) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree (4) | Neutral <br> (3) | Disagree <br> (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. | $\checkmark$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $\checkmark$ |  |  |  |
| 4 | The presented information and/or skills proved to be relevant and beneficial. |  |  | $\nu$ |  |  |
| 5 | The resource person allocated sufficient time for queries and responded to them elfectively. | $V$ |  |  |  |  |
| 6 | The resource person employed a student-centric approach to learning, proving highly effective. |  | $\sqrt{ }$ |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics | $\checkmark$ |  |  |  |  |
| 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
$A 2 C E T H$


## FEED BACK FORM

| Date | 18-11-2021 |
| :---: | :--- |
| Student Name | P.Rahul |
| Presenter | E.Shaliui (Essay Writing) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\checkmark$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. | $\checkmark$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop selting. |  |  | r |  |  |
| 4 | The presented information and/or skills proved to be relevant and benelicial. |  |  |  | $\digamma$ |  |
| 5 | The resource person allocated sufficient time for querics and responded to them effectively. |  | $\mathscr{}$ |  |  |  |
| 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 | $\checkmark$ |  | $2$ |  |  |
| 8 | Both the information and activities conducted in the workshop were pertinent and beneficial. | $N$ |  |  |  |  |

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

## Student Signature



| Date | $18-11-21$ |
| :---: | :--- |
| Student Name | N-Vijay Kumar |
| Presenter | E.Shalini (Essay Writing) |

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

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

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


## RESOURCE PERSON

## Courses on

## Language and communication skills (Behavioral Etiquette)

## Conducted on

15-11-2021

## Who can participate:

## Registered III Year Students

Certificate will be provided for all

## Ms.T. Naga Srivalli Dept.of.Mgmt, 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

- .The object of behavioral etiquette is to create a positive, respectful, and harmonious environment in various social, professional, and personal settings. By adhering to established norms of conduct, individuals contribute to the well-being of the community and enhance their own interpersonal skills and professional image.
 active participants.
S. P. Sampathy's Siva Sivani Educational Society (2906/97)
(Affiliated to Osmania University)

Date: 13-11-2021

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Behavioral Etiquette on 15-11-2021 at 2 PM. at seminar hall by MS.T.Naga Srivalli,Dept.of.Mgmt, SSDC,Kompally All the students must attend the program without fail.

## Copy to:

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



| STUDENTS ATTENDANCE SHEET |  |  |  |
| :---: | :---: | :---: | :---: |
| NAME OF THE ADD-ON/ VALUE ADDED COURSE: Behavioural Etiquitte |  |  | DURATION |
| COURSE: B.COM HONS -III |  |  | No. OF STUDENTS ATTENDED : 53 |
| S.No | HALLTICKET No. | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| 1 | 201219407001 | RASOORI ANIL KUMAR | 2. ${ }^{\text {Sluwh }}$ |
| 2 | 201219407002 | MALIGE GAUTAM | M-ejautam. |
| 3 | 201219407003 | KOKKONDA BASANTH REDDY | Bersouth Redony |
| 4 | 201219407004 | N VIJAY KUMAR | N. Vifoy Kumar |
| 5 | 201219407006 | GUMMADI AKANKSHA | Ca.Alod lesa. |
| 6 | 201219407007 | MALLAM VAISHNAVI | M. Vaishnam |
| 7 | 201219407008 | PREETHI AGARWAL | Preethw Aramuel |
| 8 | 201219407009 | ALISHA TABASSUM | dubler |
| 9 | 201219407010 | KOLANKA LAKSHMI SAI SWATHI | $k$ - Nabotrmi Raikuret |
| 10 | 201219407011 | BASUPALLY SAHITHYA REDDY | B. Suhtrare Dedohn |
| 11 | 201219407013 | CHELURU PRASANNA | ahelisu Prasenea |
| 12 | 201219407014 | JAINESH LAKHANI | Tainers lateligut. |
| 13 | 201219407015 | MENDE CHANDU YADAV | M Mrarde Yerder - |
| 14 | 201219407016 | AJAY KARSHANIYA | A ory kowshaniys. |
| 15 | 201219407017 | PATHI SAI | Pritui lat |
| 16 | 201219407018 | MD AFTAB ALAM | Ad. AplabdAlan. |
| 17 | 201219407019 | PUJARI DHARANI | Puias Dharaios. |
| 18 | 201219407020 | VADDAMALLA VANDANA | V Vandan |
| 19 | 201219407021 | DRASHTI SANJAY PAREKH | Couchui Sortay |
| 20 | 201219407022 | PADALA SAI PUJITHA | Padala sat Puiltts |
| 21 | 201219407023 | SARASAM MAHALAXMI | QMabalerows. |
| 22 | 201219407024 | LAMBADI SUPRIYA | $L$ - 8mperty |
| 23 | 201219407025 | KOLATHEKKAT SRAVYA | $k \cdot$ Sravya. |
| 24 | 201219407026 | TAMATAPU UDAY KUMAR | T. U OLay Kunaer |
| 25 | 201219407028 | PARVATHI RAHUL | P- Prul |
| 26 | 201219407029 | APPAJI NAGESHWARI | Nrorethingle A |
| 27 | 201219407030 | GORANTLA SREYA | soreja $G$ |
| 28 | 201219407031 | PENUMATSA PAVANI | P. Pavani* |
| 29 | 201219407032 | SHAIK FATHIMA | Shaik Fathima. |
| 30 | 201219407034 | KODAM CHETAN | Chetam K |
| 31 | 201219407036 | M R SHRESHTA LAXMI | Mres Laxemi |
| 32 | 201219407038 | ISHIKA TEJANI | Oshika Teiani |
| 33 | 201219407039 | KONDAYYAGARI MOUNIKA | Manska k |
| 34 | 201219407040 | KUMMARI MANASA | k. Mavasa. |


| S.No | HALITICKET No. | NAME UF IME SIUUEIVI |  |
| :---: | :---: | :---: | :---: |
| 35 | 201219407041 | ANITHA | duten |
| 36 | 201219407042 | PULA NAVYA | $P$. Nawne |
| 37 | 201219407043 | NANDINI RATHI |  |
| 38 | 201219407044 | THANNEERU SHYAM KUMAR | Stupemt |
| 39 | 201219407045 | P MEGHANA | P. Nesmara |
| 40 | 201219407046 | HANUMANTHU SAHITHYA | Sahthyar |
| 41 | 201219407047 | RICHARD CHRISTY NICHOLAS | Rucharduntchobs |
| 42 | 201219407048 | DIVYA SINGH PARIHAR | Dunja singh $p$ |
| 43 | 201219407049 | ANTHRI DURGA BHAVANI | A. Durera Bshaveni |
| 44 | 201219407051 | GANGAPURAM NIKHIL | nuthtl $G$ |
| 45 | 201219407052 | PITTALA SRI CHANDANA | P-S. Chausdane. |
| 46 | 201219407053 | DOMADUGU SIRIVENNELA | Srrivenkela D |
| 47 | 201219407054 | PALERLA ARCHANA | P.Arelnana. |
| 48 | 201219407055 | KILLADA SHAILAJA | Shailaja K |
| 49 | 201219407056 | TAHNIYATH TABASSUM | T. Tabseswn. |
| 50 | 201219407057 | NARASAPURAM NANDINI | Naudsin $N$ |
| 51 | 201219407058 | NELLI PAVANI | N lamanis |
| 52 | 201219407060 | PATLOLLA VAISHNAVI | Varsmatur |
| 53 | 201219407061 | S JESHWANTH | Jelwhents |




Siva Sivani Degrae Collerge

S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVAN DEGREE COLLEGE

(Affiliated to Osmania University)
Report of the Program
Behavioral Etiquette
Name of the Resource Person
Date
: Ms. T. Naga Srivalli
: 15-11-2021
Venue
: Seminar Hall
No. of Students Attended
: 53
On 15-10-2022, a lecture on "Be" was held for Final year students of Siva Sivan Degree College. The lecture was delivered by the Resource person Ms. T. Naga Srivalli.
At Siva Sivan Degree College, as part of Skill Development Programme to enrich corporate trainings, Behavioural etiquette is conducted to students. It refers to the set of socially accepted and expected behaviours that students should, learn, understand and follow for their various social and professional settings. It involves demonstrating politeness, respect, and consideration for others. It equips students with social skills and attitudes necessary for success in their academic pursuits and future endeavours.

## Objective:

- To facilitate effective communication, enabling the students to express themselves effectively and listen actively to others
- To cultivate social skills such as empathy, active listening, and conflict resolution, which are valuable in both academic and professional careers.
- To enhance academic focus by minimizing disruptive behaviors and distractions, allowing the students to maximize their academic potential
- To prepare for professional success, as etiquette skills required in educational setting are transferable to the workplace,
- To teach students about personal responsibility for every action to feel a sense of accountability and self-discipline
- To create a respectful digital presence by teaching students proper digital etiquette, which helps them navigate the online world responsibly and professionally.
S. P. Sampathy's Siva Sivani Educational Society (2906/97)


## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

## Purpose:

- To help students develop social and emotional intelligence by teaching them how to navigate various social situations with respect, empathy, and self-awareness.
- To enable Students to learn essential interpersonal skills, such as effective communicalion, active listening, teamwork, and conflict resolution, which are valuable in both academic and professional settings.
- To make them understand Professionalism, communication skills, and workplace etiquette which are crucial for success in any professional setting.
- Behaviour etiquette sessions are conducted to emphasize the importance of respect, tolerance, and appreciation for diversity.
- To help and guide students develop leadership skills that are vital for taking on responsibilities and roles within the educational community and beyond.
- To take responsibility for their actions, promoting self-discipline, accountability, and a sense of ownership over their academic and personal conduct.


| Date | $15-11-2021$ |
| :---: | :---: |
| Student Name | F.Tejomi |
| Presenter | T. Nag人 Srivalli (Behevidal Etiquitte) |

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

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

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



## FEED BACK FORM

| Date | $15-11-2021$ |
| :---: | :--- |
| Student Name | F.Chetan |
| Presenter | Tonagasrivalli (Behavioul Etiquette) |

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

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

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


| Date | $15-11-21$ |
| :---: | :--- |
| Student Name | G-Nikhil |
| Presenter | T.Nagasrivalli (Behavioral Etiqueste) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree <br> (1) |
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| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $V$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. |  | $\checkmark$ |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  |  | $\checkmark$ |  |  |
| 4 | The presented information and/or skills proved to be relevant and beneficial. |  | $\Omega$ |  |  |  |
| 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. |  | $\checkmark$ |  |  |  |
| 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. |  |  | $V$ |  |  |

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

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## Niblei.C

Student Signature


## FEED BACK FORM



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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral (3) | Disagree <br> (2) | Strongly Disagree (1) |
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| 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. | $\checkmark$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  |  | $\checkmark$ |  |  |
| 4 | The presented information and/or skills proved to be relevant and benefïcial. |  |  |  | $\checkmark$ |  |
| 5 | The resource person allocated sufficient time for queries and responded to them effectively. | $V$ |  |  |  |  |
| 6 | The resource person employed a student-centric approach to learning, proving highly effective. |  | $\checkmark$ |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics | $\checkmark$ |  |  |  |  |
| 8 | Both the information and activitics conducted in the workshop were pertinent and beneficial. |  |  |  |  |  |

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

 DEGREE COLLEGEAffiliated to the Osmania University, Hyderabad Kompally, Secunderabad, Telangana 500100

## Courses on

Language and communication skills (Psychometric Analysis)

Certificate will be provided for all

\author{

## Conducted on

 <br> 17-12-2021 <br> <br> <br> \section*{Who can participate: <br> <br> <br> \section*{Who can participate: <br> <br> <br> <br> Registered III Year Students}} <br> <br> <br> <br> Registered III Year Students}
}

## Mr. P Kesava Giri <br> Dept.of Mgmt 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.

## RESOURCE PERSON

## Objectives of the program

- The purpose of psychometric analysis is to assess and measure psychological traits, abilities, attitudes, and behaviors using standardized psychological instruments. Psychometric analysis involves the use of statistical and mathematical methods to ensure the reliability and validity of assessments.


S. P. Sampathy's Siva Sivani Educational Society (2906/97)

(Affiliated to Osmania University)

Date: 15-12-2021

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Psychometric Analysis on 17-12-2021 at 2 PM. at seminar hall by Mr. P. Kesava Giri, Dept. of Mgmt, SSDC, Kompally. All the students must attend the program without fail.


## Copy to:

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

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| SIVA SIVANI DEGREE COLLEGE, KOMPALLY |  |  |  |
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| STUDENTS ATTENDANCE SHEET |  |  | Keshava Gadi |
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|  |  | COURSE BSC-III | No. OF STUDENTS ATTENDED $: 144$ |
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Slva Slvani Degree College Kompally,Medchal-Malicajght(DY)-500100



Siva Sivan Degree College

(Affiliated to Osmania University)

## Report of the Program <br> Psychometric Analysis

| Name of the Resource Person : Mr: P. Kesava Giri |  |
| :--- | ---: |
| Date | $: 17-12-2021$ |
| Venue | $:$ Seminar Hall |
| No. of Students Attended | $: 144$ |

On 17-12-2022, a guest lecture on "Psychometric Analysis" was held at seminar hall for students of Siva Sivani Degree College. The lecture was delivered by the Resource person Mr. P. Kesava Giri
Siva Sivani Degree College recently conducted a comprehensive Psychometric Analysis for its students to gain valuable insights into their individual strengths, preferences, and areas for development. This analysis aimed to provide students with a deeper understanding of themselves, aiding in academic and career decision-making.

## Objective:

The primary objective of the Psychometric Analysis was to assess various psychological attributes of students, including personality traits, aptitudes, and interests. The insights derived from the analysis would empower students to make informed decisions regarding their academic pursuits and future careers.

## Methodology:

The psychometric assessment was conducled using standardized tools and questionnaires designed to measure specific aspects of an individual's personality and cognitive abilities. The assessment covered the following key areas:

## Personality Traits:

Exploration of personality dimensions such as extraversion, introversion, openness, conscientiousness, and emotional stability.
Insights into how personality traits may influence academic and career choices.

## Aptitude and Cognitive Abilities:

Evaluation of students' cognitive abilities, including numerical, verbal, and spatial reasoning.
Identification of areas of strength and potential areas for improvement in academic pursuits.

## Interests and Preferences:

Assessment of students' interests in various fields and professions.

Alignment of personal interests with potential career paths.


## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)
Individual Counseling Sessions:
Following the psychometric analysis, individual counseling sessions were conducted with each student to discuss the results and provide personalized guidance. Trained counselors interpreted the findings, addressed questions, and helped students connect the insights to their academic and career goals.

## Key Findings:

The psychometric analysis yielded valuable insights into the students' personalities, aptitudes, and interests. Some key findings included:
Identification of dominant personality traits and their potential impact on academic and career choices.
Recognition of specific cognitive strengths and areas for improvement.
Clarification of personal interests and their alignment with potential career paths.
Feedback from Students:
Feedback from students who participated in the psychometric analysis was overwhelmingly positive, Many expressed gratitude for the opportunity to gain a deeper understanding of themselves and appreciated the guidance provided during the counseling sessions. Students reported that the insights gained would influence their academic and career decisions positively.

## Conclusion:

The Psychometric Analysis at Siva Sivani Degree College proved to be a valuable tool for students in understanding themselves and making informed decisions about their academic and professional paths. The college remains committed to providing holistic support to students, equipping them with the tools and knowledge necessary for successful and fulfilling futures.


[^1]| Date | $17-12-21$ |
| :---: | :---: |
| Student Name | D-vasudey |
| Presenter | P.Kesavagiru (Psychometre Analysis) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (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. |  | $\checkmark$ |  |  |  |
| 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. |  |  |  | $\checkmark$ |  |
| 5 | The resource person allocated sufficient time for queries and responded to them effectively. | $\checkmark$ |  |  |  |  |
| 6 | The resource person employed a student-centric approach to learning, proving highly effective. |  |  | $\checkmark$ |  |  |
| 7 | The workshop has expanted my knowledge and awareness of how to implement the discussed topics |  | $V$ |  |  |  |
| 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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## FEED BACK FORM

| Date | 11-12r-2e21 |
| :---: | :--- |
| Student Name | Gajarand Lad |
| Presenter | Pikeshavagiri (Pychometric Analysis) |

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

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

Please share any additional comments or suggestions you have regarding the works
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Instruction: Please indicate your level of agreement with the statements listed below

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

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



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

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

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

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Student Signature


## RESOURCE PERSON

## Ms.C.sirisha Devi, Dept.of Engliosh SSDC, Kompally

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

## Courses on

## Language and communication skills (Versant)

## Conducted on

18-(11-2022

Who can participate:

## Registered III Year Students

## Certificate will be provided for all

 active participants.
## 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 cducational 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

- .The object of the Versant English Test is to provide an efficient and reliable means of assessing English language proficiency for various purposes, including employment, education, immigration, and professional development.


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S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVAN DEGREE COLLEGE
(Affiliated to Osmania University)

Date: 17-01-2022

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Versant on 18-01-2022 at 10 AM , at seminar hall by Ms.C.Sirisha Devi,Dept.of EngSSDC, Kompally All the students must attend the program without fail.

## Copy to:



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


| SIVA SVVAN DEGREE COLLEGE, KOMPALY |  |  |  |
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S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVAN DEGREE COLLEGE
(Affiliated to Osmania University)

## Report of the Program

## Versant

Name of the Resource Person : Ms. C. Sirisha Devi
Date
: 18-01-2022
Venue
: computer lab
No. of Students Attended : 53
The Versant tests are a series of spoken language proficiency assessments designed to evaluate individuals' ability to understand and produce spoken English. These tests are developed by Pearson, a leading education and assessment company. The Versant assessments are commonly used in academic, corporate, and government settings to measure language skills for various purposes.
Here are some key features of the Versant tests:

## Versant English Test (VET):

This test evaluates a person's ability to understand and communicate in English. It assesses speaking, listening, and reading skills.
The test is administered entirely by a computer and uses advanced speech processing technology to analyze spoken responses.
VET is often used in academic settings for admissions and placement purposes.

## Versant English Placement Test (VEPT):

The VEPT is designed for educational institutions to assess students' English language proficiency and place them into appropriate language courses.
It focuses on listening, speaking, reading, and writing skills.
Versant English Test - Advanced (VET-Advanced):
This is an advanced version of the Versant English Test, targeting higher proficiency levels.
VET-Advanced is often used in professional settings to assess language skills for hiring or training purposes.

Versant Business English Test (BET):
The BET is specifically designed to assess English language proficiency in a business context.
It evaluates communication skills relevant to the workplace, including business vocabulary and scenarios.
S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)


| Date | $18-01-2022$ |
| :---: | :---: |
| Student Name | Meghona |
| Presenter | C-Sinsha Devi (versent) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\checkmark$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. | $V$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $V$ |  |  |  |
| 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. |  | $V$ |  |  |  |
| 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 |  | $V$ |  |  |  |
| 8 | Both the information and activitics conducted in the workshop were pertinent and beneficial. |  |  |  |  |  |

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


## FEED BACK FORM

| Date | 18-01-2022 |
| :---: | :--- |
| Student Name | Anitha |
| Presenter | C. Sivisha Devi (Versant) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree (1) |
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| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\checkmark$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. | , |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $\checkmark$ |  |  |  |
| 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. |  | $\vee$ |  |  |  |
| 6 | The resource person employed a student-centric approach to learning, proving highly effective. | $\checkmark$ |  |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics | $r$ |  |  |  |  |
| 8 | Both the information and activitics conducted in the workshop were pertinent and beneficial. |  |  | $l$ |  |  |

Please share any additional comments or suggestions you have regarding the works
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## FEED BACK FORM

| Date | $18-01-22$ |
| :---: | :--- |
| Student Name | S.Jghwanth |
| Presenter | C.Sirisha Devi (versant) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree <br> (1) |
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| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $V$ |  |  |  |  |
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| 8 | Botl the information and activities conducted in the workslop were pertinent and beneficial. |  |  |  |  |  |

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


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| Date | $18-01-22$ |
| :---: | :--- |
| Student Name | R. Anil Kumar |
| Presenter | C. Sirisha Devi (versant) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral (3) | Disagree (2) | Strongly Disagree (1) |
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| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $\checkmark$ |  |  |  |
| 4 | The presented information and/or skills proved to be relevant and beneficial. |  |  | $\Omega$ |  |  |
| 5 | The resource person allocated sufficient time for queries and responded to them effectively. | $\Omega$ |  |  |  |  |
| 6 | The resource person employed a student-centric approach to Jearning, proving highly effective. |  |  | $\Omega$ |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics |  | $\checkmark$ |  |  |  |
| 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



## SIVA SIVANI

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

## Courses on

Language and communication skills
(News Paper Reading Session)

Conducted on
20-01-2022

## Who can participate:

## Registered III Year Students

Certificate will be provided for all active participants.

## RESOURCE PERSON

## Ms.Safina Tarunnam Dept.of.Mgmt, 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 cducational institutions for ncarly 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

- The object of a newspaper reading session is to provide a platform for individuals to stay informed, enhance their critical thinking skills, engage with their communities, and derive personal and professional benefits from the wealth of information avaifable in newspapers.

S. P. Sampathy's Siva Sivani Educational Society (2906/97)
(Affiliated to Osmania University)

Date: 19-01-2022

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on News Paper Reading Session on 20-01-2022 at 10 AM . al seminar hall by Ms.Safina Tarunnam, Dept. of.Mgmt. SSDC, Kompally. All the students must attend the program without fail.

## Copy to:

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



Principal
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| 53 | 201219467055 | ALIKA SANDHYA RANI | A.Somdhyo |
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| 55 | 201219467057 | DEVANA POOIITHA | Roojitha |
| 56 | 201219467058 | CHATTE SAI PRIYA | Ch. Sai Drima |
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Siva Sivan Legree College





## Mamathap Principal

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S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVANI DEGREE COLLEGE
(Affiliated to Osmania University)

## Report of the Program

## NEWS PAPER READIND SESSION

Name of the Resource Person : Ms. Safina Tarunnam

Date
Venue
No. of Students Attended
: 20-01-2022
: Seminar Hall
: 144

On 15-12-2022, a guest lecture on "News Paper Reading Session" was held at seminar hall for students of Siva Sivani Degree College. The lecture was delivered by the Resource person Ms. Safina Tarunnam. Newspaper Reading Sessions at our institution have been instrumental in fostering the communication and interactive skills of each participant within the classroom selting. This activity serves as a valuable platform for students to stay abreast of current events and news while simultaneously honing critical thinking abilities and broadening their knowledge across diverse subjects.
Engaging in discussions on news articles with fellow students and actively participating in group activities has proven to be an effective means for students to delve deeper into global issues and understand their ramifications on society. Beyond merely staying informed, this class activity prompts students to formulate their own opinions, fostering a culture of independent thought and encouraging them to partake in meaningful and intellectually stimulating discussions.
In essence, the Newspaper Reading Sessions contribute significantly to the intellectual growth and development of our students. It is through these sessions that they not only stay informed but also cultivate the skills necessary for thoughtful analysis, effective communication, and the formation of well-grounded perspectives.


| Date | $20-01-22$ |
| :--- | :--- |
| Student Name | $K$ sai Varun |
| Presenter | Safina Tarunnam (Newspaper reading) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $V$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. |  | $V$ |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $\checkmark$ |  |  |  |
| 4 | The presented information and/or skills proved to be relevant and beneficial. |  |  | $\checkmark$ |  |  |
| 5 | The resource person allocated sufficient time for queries and responded to them effectively. | $\checkmark$ |  |  |  |  |
| 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 |  |  |  | $\checkmark$ |  |
| 8 | Both the information and activities conducted in the workshop were pettinent and beneficial. |  |  |  |  |  |

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

## Stuckent Signature

| Date | $20-01-22$ |
| :---: | :--- |
| Student Name | W. varun |
| Presenter | Safina Tarunnam (News paper Reading) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\nu$ |  |  |  |  |
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| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  |  | $\Omega$ |  |  |
| 4 | The presented information and/or skills proved to be relevant and benelicial. | $V$ |  |  |  |  |
| 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 cffective. |  |  |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics | $\sqrt{ }$ |  |  |  |  |
| 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
$\qquad$

Student Signature


## FEED BACK FORM

| Date | $20-01-2022$ |
| :---: | :--- |
| Student Name | V. Yamuna |
| Presenter | Safina Tarunnam (Newspaper Rending) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\checkmark$ |  |  |  |  |
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| 4 | The presented information and/or skills proved to be relevant and beneficial. |  | $\checkmark$ |  |  |  |
| 5 | The resource person allocated sufficient time for queries and responded to them effectively. |  | $\checkmark$ |  |  |  |
| 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 | $\sqrt{ }$ |  |  |  |  |
| 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
$\qquad$

## Suedenit Signature



## FEED BACK FORM

| Date | $20-01-2022$ |
| :---: | :--- |
| Student Name | P. Navya Sri |
| Presenter | Safina Tarunnam (Newspaper Reading) |

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

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

Student Signature


## HS <br> SIVA SIVANI DEGREE COLLEGE

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

## Courses on

> Language and communication skills (Basic Computer Skills)

## Conducted on

30-11-2021

## Who can participate:

Registered III Year Students

Certificate will be provided for all active participants.

## RESOURCE PERSON

# Mr.Pavan Kumar, Dept.of.Comp.Sci, 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

- .Object or purpose of acquiring basic computer skills is to empower individuals with the foundational knowledge and abilities needed to effectively use computers in various personal, academic, and professional contexts.

S. P. Sampathy's Siva Sivani Educational Society (2906/97)
(Affiliated to Osmania University)
Date: 29-11-2021


## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Basic Computer Skills on 30-11-2021 at 10 AM. at seminar hall by Mr.Pavan Kumar, Dept.of. Comp.Science SSDC, Kompally All the students must attend the program without fail.

## Copy to:

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


PRINCTPAL Siva Sivani Degree College Kompally, Medchizb-Mialkaggh(Dt)-600100

| SIVA SIVANI DEGREE COLLEGE, KOMPALEY |  |  |  |
| :---: | :---: | :---: | :---: |
| STUDENTS ATTENDANCE SHEET |  |  |  |
| NAME OF THE ADD-ON/ VALUE ADDED COURSE:BASIC COMPUTER SKILLS |  |  | DURATION |
| COURSE : B.COM HONS\&BBA -III |  |  | No. OF STUDENTS ATTENDED : 173 |
| S.No | HALLTICKET No. | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| 1 | 201219407001 | RASOORI ANIL KUMAR | Abil Kuman |
| 2 | 201219407002 | MALIGE GAUTAM | M-Gontan |
| 3 | 201219407003 | KOKKONDA BASANTH REDDY | Basenth (fedt |
| 4 | 201219407004 | N VIJAY KUMAR | lot |
| 5 | 201219407006 | GUMMADI AKANKSHA | Ttan |
| 6 | 201219407007 | MALLAM VAISHNAVI | $\operatorname{Vard}_{\operatorname{cin}}$ |
| 7 | 201219407008 | PREETHI AGARWAL | previch |
| 8 | 201219407009 | ALISHA TABASSUM | $-A 1$ |
| 9 | 201219407010 | K LAKSHMI SAI SWATHI | Szi y its |
| 10 | 201219407011 | BASUPALLY SAHITHYA REDDY | Sahithya Reddy |
| 11 | 201219407013 | CHELURU PRASANNA | $52$ |
| 12 | 201219407014 | JAINESH LAKHANI | $\text { Nainesh } C K$ |
| 13 | 201219407015 | MENDE CHANDU YADAV | Ohooduynd |
| 14 | 201219407016 | AJAY KARSHANIYA |  |
| 15 | 201219407017 | PATHI SAI | Axdme |
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| 17 | 201219407019 | PUJARI DHARANI | THastani |
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| 19 | 201219407021 | DRASHTI SANJAY PAREKH | $\cdots 3$ ander |
| 20 | 201219407022 | PADALA SAI PUJITHA | $S=\operatorname{lin}_{1}^{1} \ln _{a}$ |
| 21 | 201219407023 | SARASAM MAHALAXMI | Mano LosM |
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| 24 | 201219407026 | TAMATAPU UDAY KUMAR |  |
| 25 | 201219407028 | PARVATHI RAHUL | Rounch |
| 26 | 201219407029 | APPAJI NAGESHWARI | Now Lex: |
| 27 | 201219407030 | GORANTLA SREYA | $\sum_{3}^{3} \operatorname{ce4}$ |
| 28 | 201219407031 | PENUMATSA PAVANI | $10$ |
| 29 | 201219407032 | SHAIK FATHIMA | tath 人 mo |
| 30 | 201219407034 | $\text { KODAM CHEF } y^{\prime} \text { peGREN }$ | Chetas |



| S.No | HALLTICKET No. | Name of the student | SIGNATURE OF THE STUDENT |
| :---: | :---: | :---: | :---: |
| 68 | 201219684015 | ULIPI MADHAN PAVAN | scuan |
| 69 | 201219684016 | KOTLA ANUNAY REDDY | A numad |
| 70 | 201219684017 | GOMARAM VISHNU VARDHAN REDDY |  |
| 71 | 201219684018 | B SUSHMA | 7 ensh |
| 72 | 201219684019 | RAMULAPALLI HIMABINDU | Itimalzihde. |
| 73 | 201219684020 | AILNENI NUTHANA | 5 Suthema |
| 74 | 201219684021 | POOJA CHOUDHARY | c +200 |
| 75 | 201219684022 | SARIKONDA SHRAVANI | Shonavani |
| 76 | 201219684023 | MIRUDODDI SHABARISH | shabonim |
| 77 | 201219684024 | N VASANTHA | Hactanta |
| 78 | 201219684025 | AKULA SAI TEJA | Cai telca |
| 79 | 201219684027 | CHENNABOINA SAI KARTHIK | $\rightarrow 0$ |
| 80 | 201219684028 | DACHEPALLY SAICHARAN | Sai |
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| 82 | 201219684030 | DURGAM RITHIKA GOUD |  |
| 83 | 201219684031 | KONAKALLA SOMA SAI MEGHANA $50 m \mathrm{ma}$ |  |
| 84 | 201219684032 | KONDURI SRIJA | $.05-6150$ |
| 85 | 201219684033 | KONDA LASHYA SRI | 1ashara |
| 86 | 201219684034 | MARRI ADITHI REDDY | $A \text {-odthi }$ |
| 87 | 201219684035 | AGRARAM CHANDRA BHANU SREE Sinankerec |  |
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| 89 | 201219684037 | JALIGAMA VIJAY KUMAR GOUD | $\Delta 1+\infty$ |
| 90 | 201219684038 | CHELLABOINA RAJKUMAR | Raskumos |
| 91 | 201219684039 | B SANITH REDDY | Sainath Sedodu |
| 92 | 201219684040 | ANKIT PAL | $\operatorname{man} 517$ |
| 93 | 201219684041 | KACHAM RAKESH | pakesh |
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| 98 | 201219684046 | MEEGADA YAMUNA | Nanct |
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| 100 | 201219684048 | YAMJALA SRI VARDHAN REDDY | $S \rightarrow \text { - Lenh }$ |
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| 102 | 201219684050 | ELLURI HEMANTH REDDY | Alemanth ofededy |
| 103 | 201219684051 | SUBHASH NEGI $\sim$ DEGPA |  |
| 104 | 201219684052 |  |  |


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| 108 | 20219888096 | kaver sinch | Kav |
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|  | 202129884060 | MORSU HARSH R fDop | , |
|  | 3201219888061 | Brador shlva kumar | Shiratant |
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|  | 202119884068 | Chinta shlva Prasad | \%ha |
|  | 201219884070 | mantripavan | Tzavan |
|  | 20121088071 | NAVEN AGARWAL | Naveer |
|  | 200129888072 | PEDDIANSH REDDY | nue |
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|  | 200129880077 | NKALA NISCHTH KUMAR | tust |
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|  | 201219884880 | MORSU SAHTHIREDDY |  |
|  | 200120884881 | Paruchuvibhavana | Shavan |
|  | 201210884882 | Goranta susheli Chowdar | - Butheel |
|  | 20121988083 | vvrinda | Vrind |
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| 135 | 201219888986 | MADDI KERTHIREDDY | *ersh |
| $136520$ | 20121888488 | NITESH YADAV SANNA | Mader saine |
| $13720$ | 201219880888 | KADAM ASHRTTHA | Astmer |
| $13820$ | 20111884089 | ckoushik redor | Eowthil |
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Mamathop
Principal
PRINCIPAL
Siva Sivan Degree College

S. P. Sampathy's Siva Sivani Educational Society (2906/97)
(Affiliated to Osmania University)

## Report of the Program

Basic Computer Skills

| Name of the Resource Person | $:$ Mo: Pavan Kumar |
| :--- | :--- |
| Date | $: \mathbf{3 0 - 1 1 - 2 0 2 1}$ |
| Venue | $:$ Seminar Hall |
| No. of Students Attended | $: 173$ |

On 30-11-2022, a lecture on "Basic Computer Skills" was held for Final Year students of Siva Sivani Degree College. The lecture was delivered by the Resource person Mr. Pavan Kumar.
In the contemporary era, possessing basic computer skills is imperative for individuals across various walks of life. This report aims to explore the fundamental components of basic computer skills, highlighting their importance in personal, educational, and professional contexts.

In an era dominated by technology, possessing basic computer skills is crucial for individuals to navigate and thrive in both personal and professional environments. This report aims to provide a detailed exploration of the key components of basic computer skills, encompassing operating system proficiency, word processing, internet browsing, email communication, and basic troubleshooting.
Basic computer skills are foundational in today's technologically driven society. They empower individuals personally, academically, and professionally, enabling them to navigate the digital landscape with confidence. As technology continues to evolve, fostering a culture of continuous learning and adaptation is essential to stay relevant and proficient in basic computer skills. Embracing these skills is not merely a choice but a necessity for active participation in the digital age.
$\square$ Recognizing common computer issues, such as slow performance, software errors, or connectivity problems.

- Identifying error messages and understanding their implications.


## Problem Solving:

- Employing basic troubleshooting techniques, including system restarts, software updates, and checking hardware connections.
- Seeking online resources and community forums for problem resolution.



## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

In conclusion, as technology becomes increasingly integrated into our daily lives, basic computer skills are no longer optional but essential for personal growth, academic success, and professional advancement.


Mamallop

Mobile: $=+91-92470+8112$ Website: ssuc,ac.in

> Siva Sivamy myrat College

| Date | $30-11-2021$ |
| :---: | :--- |
| Student Name | K.Ajay |
| Presenter | Pavan Truman (Basic Computer Skills) |

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


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

Ajar
Student Signature


| Date | $30-11-2021$ |
| :---: | :--- |
| Student Name | U-Vandana |
| Presenter | Pavan Kuman (Basic Computen Skills) |

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

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

Please share any additional comments or suggestions you have regarding the works
-frod. $\qquad$

Student Signature


| Date | $30-11-21$ |
| :---: | :--- |
| Student Name | G.Akanksha |
| Presenter | Pavan Kumar (Basic computer skills) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. |  | $\checkmark$ |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. | $\checkmark$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. | $\checkmark$ |  |  |  |  |
| 4 | The presented information and/or skills proved to be relevant and beneficial. | $\checkmark$ |  |  |  |  |
| 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. |  |  |  | $\checkmark$ |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics |  | $\checkmark$ |  |  |  |
| 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

## Gakantiong

Student Signture

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

## Courses on

## Language and communication skills (Effective reading for bright carcers)

## Conducted on

17-11-2021
Who can participate:

## Registered III Year Students

Certificate will be provided for all active participants.

## RESOURCE PERSON

# Mr. Laxman 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 cducational 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

- Effective reading for bright careers is about intentionally engaging with a variety of written materials to acquire knowledge, develop skills, and stay current with industry trends. This proactive approach to reading contributes to personal and professional growth, setting the stage for a successful and fulfilling career.


Date: 16-11-2021

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Effective reading for bright careers on 17-11-2021 at 11 AM . at seminar hall by Mr, Laxman Dept. of.Eng, SSDC , Kompally. All the students must attend the program without fail.

## Copy to:

1. All the HODs
2. Notice Board
3. File
 TPTHCIPAD Siva Sivni Degree Colloge


| SIVA SIVANI DEGREE COLLEGE, KOMPALLY |  |  |  |
| :---: | :---: | :---: | :---: |
| STUDENTS ATTENDANCE SHEET |  |  |  |
| NAME OF THE ADD-ON/ VALUE ADDED COURSE: Effective Reading for bright careers |  |  | DURATION |
| COURSE: B.COM HONS -III |  |  | No. OF STUDENTS ATTENDED : 53 |
| S.No | HALLTICKET No. | name of the student | SIGNATURE OF THE STUDENT |
| 1 | 201219407001 | RASOORI ANIL KUMAR | R.Amil kUMaN |
| 2 | 201219407002 | MALIGE GAUTAM | malige Gacutam |
| 3 | 201219407003 | KOKKONDA BASANTH REDDY | K-Rosanth Redd |
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| 5 | 201219407006 | GUMMADI AKANKSHA | Ak ambilg. $C$ <br> vaishnaNe. M |
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| 23 | 201219407025 | KOLATHEKKAT SRAVYA | L. Sraven a |
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| 25 | 201219407028 | PARVATHI RAHUL | P. Rahul |
| 26 | 201219407029 | APPAJI NAGESHWARI | f Nageshuoari |
| 27 | 201219407030 | GORANTLA SREYA | sheys |
| 28 | 201219407031 | PENUMATSA PAVANI | Jp. PavaMír |
| 29 | 201219407032 | SHAIK FATHIMA | S. Pethima |
| 30 | 201219407034 | KODAM CHETAN | t. Chietan |
| 31 | 201219407036 | M R SHRESHTA LAXMI | arma |
| 32 | 201219407038 | ISHIKA TEJANI | $\mathrm{P}$ |
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Siva Sivani Degree College Kompalis, Atedchehthrikzignt(D)-500700
S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVAN DEGREE COLLEGE
(Affiliated to Osmania University)

## Report of the Program

Effective Reading for Bright Careers" Seminar for Final Year Students**
Name of the Resource Person : Mr. Lawman
Date
: 17-11-2021
Venue
: Seminar Hall
No. of Students Attended :53
Siva Sivani Degree College hosted a seminar titled "Effective Reading for Bright Careers" on
17-12-2022 for the final year students. The purpose of the seminar was to provide students with valuable insights and strategies on how effective reading habits can contribute to their academic success and future careers.

The main objectives of the seminar were as follows:

1. To emphasize the importance of effective reading in academic and professional settings.
2. To introduce students to various reading techniques and strategies.
3. To enhance students' comprehension, critical thinking, and analytical skills through effective reading practices.
4. To instill a habit of continuous learning through strategic reading.

The seminar covered a range of topics related to effective reading for academic and career success:

## 1. Introduction to Effective Reading:

- The importance of reading as a fundamental skill.
- How effective reading contributes to academic excellence and career advancement.


## 2. Reading Techniques and Strategies:

- Speed reading techniques for increased efficiency.
- Active reading strategies to enhance comprehension.
- Note-taking and annotation methods.


## 3. Critical Thinking and Analysis:

- Developing critical thinking skills through reading.
- Analyzing and evaluating information for academic and professional applications.


## 4. Reading for Professional Development:

- The role of continuous learning in career advancement.
- Recommended reading practices for staying updated in various industries.
S. P. Sampathy's Siva Sivani Educational Society (2906/97)


## SIVA SIVAN DEGREE COLLEGE

## (Affiliated to Osmania University)

- Building a personal and professional reading plan.


## 5. Q\&A Session:

- An interactive session allowing students to seek advice and clarification on reading-related topics.
- The opportunity for students to share their own reading experiences and challenges.


## Participant Feedback:

The feedback from the participants was overwhelmingly positive. Students appreciated the practical insights shared by the guest speaker and found the strategies discussed applicable to their current academic pursuits and future careers. Many expressed a newfound enthusiasm for reading and a commitment to implementing the techniques learned.

## Conclusion:

The "Effective Reading for Bright Careers" seminar was a successful and enriching event for the final year students at Siva Sivani Degree College. The knowledge gained from the seminar is expected to have a lasting impact on the students' academic performance and contribute to their professional development.


PREMCXPAL Principal
Siva Sivan Degrade College


## FEED BACK FORM

| Date | $17-11-2021$ |
| :---: | :---: |
| Student Name | Aftab Alam |
| Presenter | Laxman (Effective Reading tor bright Careers) |

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

| s.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly <br> Disagree <br> (1) |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| 1 | The conducted workshop effectively <br> addresses the students practical <br> exposure needs in the given field. | $\checkmark$ |  |  |  |  |
|  | The workshop is meticulously <br> organized and offers valuable <br> information. |  | $\checkmark$ |  |  |  |
|  | The workshop facilitated learning <br> effective collaboration with peers in a |  |  |  |  |  |
| workshop seting. |  |  |  |  |  |  |

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

Student Signature


| Date | $17-11-2021$ |
| :---: | :--- |
| Student Name | Poofa Navrya |
| Presenter | Caxman (Effective Reading for bright Careers) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree <br> (4) | Neutral (3) | Disagree (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\checkmark$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. | $\checkmark$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  | $\checkmark$ |  |  |  |
| 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. | $\sqrt{\prime}$ |  |  |  |  |
| 6 | The resource person employed a student-centric approach to learning, proving highly effective. |  | $\swarrow$ |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics |  |  | $\checkmark$ |  |  |
| 8 | Both the information and activities conducted in the workshop were pertinent and beneficial. | $V$ |  |  |  |  |

Please share any additional comments or suggestions you have regarding the works
-.Goof. $\qquad$


| Date | $17-11-21$ |
| :---: | :--- |
| Student Name | J.Lakhani |
| Presenter | Laxman (Effective reading for bright caroers) |

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

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

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


## RESOURCE PERSON

## Ms. Sharan Ann, HOD(Eng.Dept.) 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 cducational institutions for ncarly 61 ycars, 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

- The primary object or purpose of verbal communication is to convey information, ideas, feelings, and messages through spoken words. Verbal communication is a fundamental aspect of human interaction



## Registered III Year Students

Certificate will be provided for all active participants.

S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVAN DEGREE COLLEGE
(Affiliated to Osmania University)

Date: 14-12-2021

## CIRCULAR

The students of our college are here by informed that we are planning to conduct a program on Common errors in verbal communication on $15-12-202$ I at 2 PM . at seminar hall by MS. Sharan Ann, HOD(Eng.Dept.),SSDC,Kompally All the students must attend the program without fail.

Copy to:

1. All the HODs
2. Notice Board

3. File


Principal
PRINCTAA Siva Sivan Derma Soltege


| STUDENTS ATTENDANCE SHEET |  |  |  |
| :---: | :---: | :---: | :---: |
| NAME OF THE ADD-ON/ VALUE ADDED COURSE: Common errors in verbal communication |  |  | DURATION |
| COURSE: B.COM HONS -III |  |  | No. OF STUDENTS ATTENDED : 53 |
| S.No | hallticket No. | NAME OF THE STUDENT | SIGNATURE OF THE STUDENT |
| 1 | 201219407001 | RASOORI ANIL KUMAR | Anilkuar |
| 2 | 201219407002 | MALIGE GAUTAM | PT. Sautham |
| 3 | 201219407003 | KOKKONDA BASANTH REDDY | basbuth |
| 4 | 201219407004 | N VIJAY KUMAR | Vis)ad $N$ |
| 5 | 201219407006 | GUMMADI AKANKSHA | Akbukha |
| 6 | 201219407007 | MALLAM VAISHNAVI | Vaishanli |
| 7 | 201219407008 | PREETHI AGARWAL | Preethi Agarwal. |
| 8 | 201219407009 | ALISHA TABASSUM | Ailisha |
| 9 | 201219407010 | KOLANKA LAKSHMI SAI SWATHI | S Cowt Satcwatwi |
| 10 | 201219407011 | BASUPALLY SAHITHYA REDDY | Sahithya reddy |
| 11 | 201219407013 | CHELURU PRASANNA | Pragaina |
| 12 | 201219407014 | JAINESH LAKHANI | Jilakhami |
| 13 | 201219407015 | MENDE CHANDU YADAV | chandul |
| 14 | 201219407016 | AJAY KARSHANIYA | Alayte |
| 15 | 201219407017 | PATHI SAI | toobl Sai |
| 16 | 201219407018 | MD AFTAB ALAM | Md Aftab |
| 17 | 201219407019 | PUJARI DHARANI | P.T hamara |
| 18 | 201219407020 | VADDAMALLA VANDANA | - Vardara |
| 19 | 201219407021 | DRASHTI SANJAY PAREKH | Sarilay |
| 20 | 201219407022 | PADALA SAI PUJITHA | O. SAS DUSITHA |
| 21 | 201219407023 | SARASAM MAHALAXMI | Mahalakshnal |
| 22 | 201219407024 | LAMBADI SUPRIYA | L. Suproua. |
| 23 | 201219407025 | KOLATHEKKAT SRAVYA | Stavya |
| 24 | 201219407026 | TAMATAPU UDAY KUMAR | Uday Kinar |
| 25 | 201219407028 | PARVATHI RAHUL | Ranute |
| 26 | 201219407029 | APPAJI NAGESHWARI | A Nageshwari |
| 27 | 201219407030 | GORANTLA SREYA | sreya |
| 28 | 201219407031 | PENUMATSA PAVANI | Pavani |
| 29 | 201219407032 | SHAIK FATHIMA | Suate fathtire. |
| 30 | 201219407034 | KODAM CHETAN | K chetan |
| 31 | 201219407036 | M R SHRESHTA LAXMI | Suruebrlalavani |
| Mamalsef PRINCTPAL |  |  |  |


| S.No | HALLIICKEI NO. | NAME UF IHESIUUENI | sigivaluke ut ite si udeivi |
| :---: | :---: | :---: | :---: |
| 32 | 201219407038 | ISHIKA TEJANI | Cowtha Telaut |
| 33 | 201219407039 | KONDAYYAGARI MOUNIKA | Manita |
| 34 | 201219407040 | KUMMARI MANASA | 2. Hawales. |
| 35 | 201219407041 | ANITHA | Anita |
| 36 | 201219407042 | PULA NAVYA | Nawya |
| 37 | 201219407043 | NANDINI RATHI | Nanabutbath |
| 38 | 201219407044 | THANNEERU SHYAM KUMAR | Shyrom |
| 39 | 201219407045 | P MEGHANA | P. Neplure. |
| 40 | 201219407046 | HANUMANTHU SAHITHYA | Sashithera |
| 41 | 201219407047 | RICHARD CHRISTY NICHOLAS | chousty Micholas |
| 42 | 201219407048 | DIVYA SINGH PARIHAR | Divja singh |
| 43 | 201219407049 | ANTHRI DURGA BHAVANI | A. Derse Btaran |
| 44 | 201219407051 | GANGAPURAM NIKHIL | Nikhil |
| 45 | 201219407052 | PITTALA SRI CHANDANA | Sri Chandana |
| 46 | 201219407053 | DOMADUGU SIRIVENNELA | Sirivennela |
| 47 | 201219407054 | PALERLA ARCHANA | P. Arehana |
| 48 | 201219407055 | KILLADA SHAILAJA | Shailala |
| 49 | 201219407056 | TAHNIYATH TABASSUM | T. Taba 86 m |
| 50 | 201219407057 | NARASAPURAM NANDINI | Navdina |
| 51 | 201219407058 | NELLI PAVANI | Pavanis |
| 52 | 201219407060 | PATLOLLA VAISHNAVI | Vaishonalle |
| 53 | 201219407061 | S JESHWANTH | follwmonthrs |

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$\underset{\text { Principal }}{\text { Mamatlep }}$
PRINCIPAL
Siva Sivani Degree College
Kompally, Hedcheh Malkelgin(Dt)-500100
S. P. Sampathy's Siva Sivani Educational Society (2906/97)
(Affiliated to Osmania University)

## Report of the Program

## Verbal Communication

| Name of the Resource Person | $:$ Ms. Sharan Ann |
| :--- | :--- |
| Date | $: \mathbf{1 5 - 1 2 - 2 0 2 1}$ |
| Venue | $:$ Seminar Hall |
| No. of Students Attended | $: 53$ |

On 15-12-2022, a guest lecture on "Verbal Communication" was held at seminar hall for students of Siva Sivan Degree College. The lecture was delivered by the Resource person Ms. Sharan Ann.
Siva Sivan Degree College recently organized a series of insightful discussions on verbal communication, providing students with a platform to explore and enhance their oral communication skills. The sessions aimed to address various aspects of effective communication and empower students to articulate their thoughts with clarity and confidence.

## Event Overview:

The verbal communication discussions were designed to cover a range of topics, encompassing both theoretical aspects and practical applications. Students actively participated in discussions, sharing their perspectives and engaging in activities that focused on refining their verbal communication skills.
Topics for Verbal Communication Discussions:

## 1. Effective Public Speaking Techniques:

Students explored the art of public speaking, discussing techniques to captivate an audience, manage nerves, and deliver impactful speeches.

## 2. The Role of Nonverbal Communication:

The discussion delved into the significance of nonverbal cues such as body language, facial expressions, and gestures in conveying messages effectively.

## 3. Building Confidence in Communication:

Participants shared insights on strategies to build confidence when communicating, overcoming stage fright, and presenting ideas assertively.

## 4. Adapting Communication Styles:

The discussion explored the importance of adapting communication styles based on the audience, context, and purpose, fostering versatility in interpersonal interactions.
S. P. Sampathy's Siva Sivani Educational Society (2906/97)

## SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

## 5. Active Listening Skills:

Students engaged in conversations about the art of active listening, emphasizing the importance of attentiveness, empathy, and feedback in effective communication.

## Format and Participation:

The discussions adopted an interactive format, encouraging students to actively participate through group discussions, role-playing exercises, and impromptu speaking opportunities. Faculty members facilitated the sessions, providing guidance and feedback to enhance the students' verbal communication proficiency.

## Key Takeaways:

Throughout the discussions, students expressed a keen interest in refining their verbal communication skills. The interactive format allowed them to practice and receive constructive feedback, contributing to a positive and supportive learning environment. Students appreciated the opportunity to apply theoretical concepts in practical scenarios, further enhancing their understanding of effective communication.

## Conclusion:

The verbal communication discussions at Siva Sivani Degree College played a pivotal role in fostering a culture of effective communication among students. By addressing a spectrum of topics, students gained valuable insights and practical skills that are crucial in academic, professional, and personal settings. Such initiatives contribute to the holistic development of students, preparing them to communicate confidently and competently in diverse situations.


## FEED BACK FORM

| Date | $15-12-2021$ |
| :---: | :--- |
| Student Name | P. Sai Pujithe |
| Presenter | Sharan Ann (Verbal Communication) |

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

| S.No | Attributes and Performance | Strongly Agree (5) | Agree (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\checkmark$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. | $N$ |  |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. | $\checkmark$ | $\checkmark$ |  |  |  |
| 4 | The presented information and/or skills proved to be relevant and beneficial. |  |  | $\sqrt{2}$ |  |  |
| 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. |  | $\checkmark$ |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics | $\checkmark$ |  |  |  |  |
| 8 | Both the information and activitics conducted in the workshop were pertinent and beneficial. |  |  | $\checkmark$ |  |  |

Please share any additional comments or suggestions you have regarding the works
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| Date | $15-12-2021$ |
| :---: | :--- |
| Student Name | P. Srichandama |
| Presenter | Sharan Ann (Verbal Communication) |

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

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

Please share any additional comments or suggestions you have regarding the works
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| Date | $15-12-2021$ |
| :---: | :--- |
| Student Name | K.Chetan |
| Presenter | Sharan Ann (Verbal Communication) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. |  | $\checkmark$ |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. |  | $\checkmark$ |  |  |  |
| 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. | $V$ |  |  |  |  |
| 5 | The resource person allocated sufficient time for querics and responded to them effectively. |  |  | $\checkmark$ |  |  |
| 6 | The resource person employed a student-centric approach to learning, proving highly effective. | , | $r$ |  |  |  |
| 7 | The workshop has expanded my knowledge and awareness of how to implement the discussed topics |  |  |  |  |  |
| 8 | Both the information and activitics conducted in the workshop were pertinent and beneficial. | $\checkmark$ |  |  |  |  |

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

Student Signature

## FELD BACK FORM

| Date | $15-12-21$ |
| :---: | :--- |
| Student Name | P-Pavani |
| Presenter | Sharan Ann (verbal communication) |

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

| S.No | Attributes and Performance | Strongly <br> Agree (5) | Agree <br> (4) | Neutral <br> (3) | Disagree <br> (2) | Strongly Disagree (1) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | The conducted workshop effectively addresses the students' practical exposure needs in the given field. | $\succ$ |  |  |  |  |
| 2 | The workshop is meticulously organized and offers valuable information. |  | $\checkmark$ |  |  |  |
| 3 | The workshop facilitated learning effective collaboration with peers in a workshop setting. |  |  | $2$ |  |  |
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| 5 | The resource person allocated sufficient time for queries and responded to them effectively. | I |  |  |  |  |
| 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 |  |  | $\checkmark$ |  |  |
| 8 | Both the information and activitics conducted in the workshop were pertinent and beneficial. |  |  |  |  |  |

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

Student Signature


| Date | $15-12-21$ |
| :---: | :--- |
| Student Name | M.R.S.Laxmi |
| Presenter | Sharan Ann (Verbal communication) |

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

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

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

Student Signature



[^0]:    NH - 44, Kompally, Secunderabad - 500 100. Telangana, INDIA Mobile: - +91-9247048112. Website: ssdc.ac.in

[^1]:    
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