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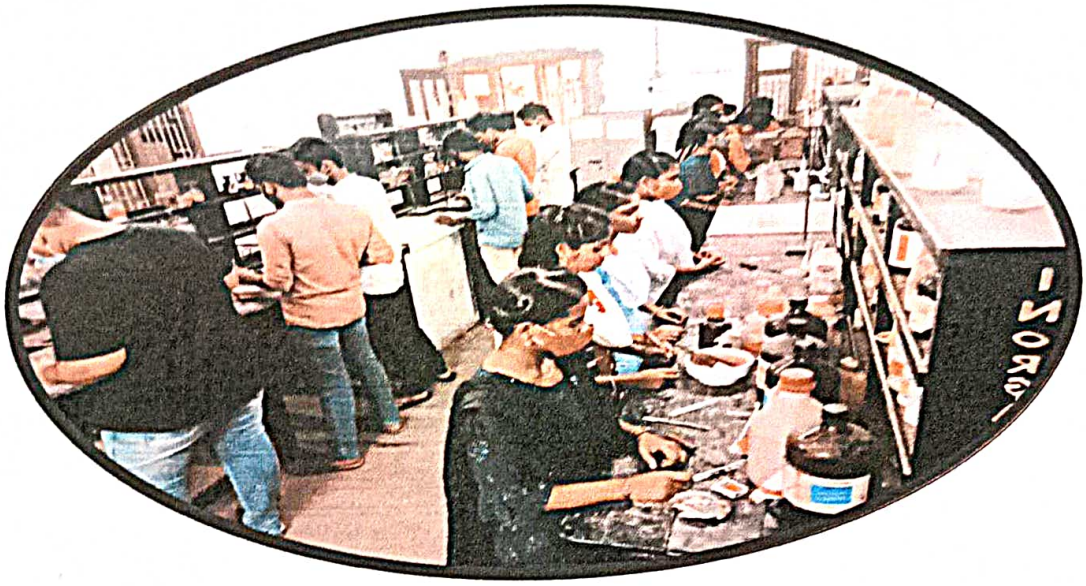

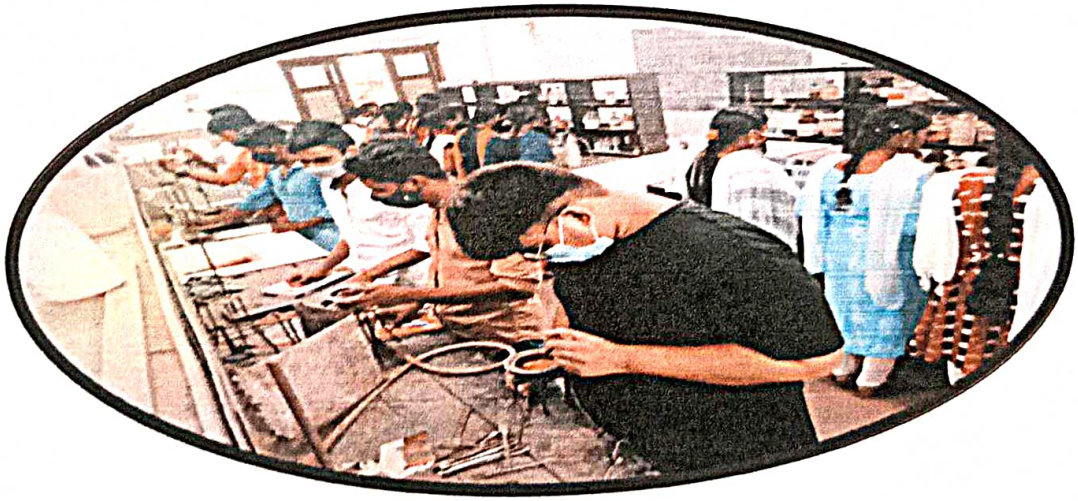

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Participants signatures:

S.NO	REGD.NO	NAME OF THE STUDENT	GROUP	SIGNATURE
1	180637001001	A. MANIKYAMBA	II MPC	Manikyamba
2	180637001002	B.DILIP SAI KUMAR	II MPC	B. Dilip
3	180637001003	Ch.PAVAN KALYAN	II MPC	Pavan Kalyan
4	180637001004	Ch.UPENDRA	II MPC	Ch Upendra
5	180637001005	D.JAYALALITHA	II MPC	Jayalalitha
6	180637001006	D.SATYA MADHU	II MPC	Satyamadhu
7	180637001007	P.NAVEEN BABU	II MPC	Naveen Babu
8	180637001008	S.SRI NAGA SAIKUMAR	II MPC	Sri Kumar
9	180637110014	B.RENUKA	II BZC	B. Renuka.
10	180637110015	D.SAMPOORNA	II BZC	D. Sampoorna
11	180637110016	K.SRI DURGA	II BZC	Sri Durga
12	180637110017	T.NAGA DURGA	II BZC	T. Naga Durga

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SOFT SKILL DEVELOPMENT PROGRAMME ON PUBLIC SPEAKING

TITLE	PUBLIC SPEAKING
Date of Event	06 AUGUST 2019
Time	10:00 am to 01:00 pm
Department	HISTORY
Venue	SEMINAR HALL
No. of Participants	17
Target Audience	STUDENTS
Resource Person	N.Srinivash Lecturer in English Government Degree College, Alamuru

REPORT OF THE PROGRAMME

SOFT SKILLS PROGRAM ON PUBLIC SPEAKING

The department of History organised" Soft skills development programme on public speaking 6TH AUGUST 2019 from 10.00 to 1.00 pm in the college. The workshop was inaugurated by the principal Ch.Rama krishna, Resource person Mr N.Srinivash Lecturer in English government Degree College, Alamuru.which was presided over by the Head of the department M.krishna chaitanya Lecturer in History.the History Department welcomed the gathering felicitated the programme by M.krishna chaitanya Lecturer in History. The training session was handled by P.veerababu, Lecturer in Economics.S.RAMBABU Faculty of the political science Department delivered a Vote of Thanks for the session.

Public speaking is the act of performing a speech to a live audience. It is a skill which is learnt through constant practice. It is commonly understood as formal, face to face speaking of a single person to a group of listeners.

Three steps for the preparation of a formal speech

- **Planning:** facilitates the speaker to prepare and deliver the speech effectively. It depends on the occasion, audience and purpose
- **Writing:** collects the required material, creates an outline, prepares the first draft and edits the same
- **Delivery:** Speaker presents the same and fluency plays a vital role in the delivery of an effective speech

Methods of Delivery

1. Memorizing: some speakers memorize the entire text of the speech and deliver it. Memory plays a crucial role in this method.

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2. Reading out from the Manuscript: Here the speaker reads out the written manuscript of the speech. It can become monotonous and boring.

3. Extempore: Most effective method. Speaker carries few notes and explains each point. This method sounds convincing and natural.

4. Power Point method: Speaker methods slides, and explains them orally. Best known ways of delivering a speech. It provides flexibility to the speaker.

5. Impromptu: Impromptu means 'without advance preparation'. The speaker needs to speak without any preparation. It is delivered at the spur of the moment.

Strategies for Effective Delivery

- Catchy beginning
- Correct pronunciation
- Proper voice modulation
- Use of positive body language
- Use of illustrations
- Use of wit and humor
- Emphatic ending

To make the speech effective, the speaker should:

- Research the topic thoroughly
- Keep audience centered approach
- Use simple words and language
- Articulate clearly
- Grab the attention of the audience with a powerful opening
- Assess the needs and priorities of a potential audience
- Control performance anxiety
- Create attractive PowerPoint slides with the right amount of detail
- Draft an evaluation form that attendees are likely to complete
- Handing out copies of slides in advance to minimize note-taking demands on the audience
- Maintain eye contact with the audience and provide an energetic, animated physical presence
- Memorize enough content so that the speech does not come off as a reading of notes
- Modulate vocal tone to emphasize important points and avoid monotonous presentation
- Organize a logical flow to a speech
- Prepare examples that are relevant to the experience of the expected audience
- Provide compelling evidence to support themes
- Rehearse the presentation and revising rough spots
- Restate critical points at the end of a speech to cement key concepts

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SOFT SKILL DEVELOPMENT PROGRAM
STUDENTS ENROLLMENT CUM ATTENDANCE

Title: Public speaking

Date: 06-08-2019

S.No.	Name of the Student	Class	Signature
1	A.DURGA PRASAD	II BA	A. Durga Prasad
2	A.ANAND BABU	II BA	A. Anand babu
3	D.RAJESH	II BA	D. Rajesh
4	G.DEVI MOUNIKA VARMA	II BA	G. D.M. Varma
5	J.RANI	II BA	J. Rani
6	J.HEMA SRI	II BA	J. Hema Sri
7	J.RAMYA LAKSHMI	II BA	J. Ramya
8	P.PRADEEP	II BA	P Pradeep
9	R.NARESH KUMAR	II BA	R. N. Kumar
10	S.VENKATA KALYAN	II BA	S. V. Kalyan
11	T.SUFI	II BA	T. Sufi
12	T.PRAVALIKA	II BA	T. Pra
13	V.HARISH	II BA	V. Harish
14	K.VEERA LAKSHMI	III BA	K. V. Lak
15	P.KALYAN KUMAR	III BA	P. Kalyan
16	T.VEERENDRA KUMAR	III BA	T. V. Kum
17	T.SRILATHA	III BA	T. Srilatha

signature of the lecturer

signature of the principal

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SOFT SKILL DEVELOPMENT PROGRAMME ON TIME INNOVATION

TITLE	INNOVATION
Date of Event	09 AUGUST 2019
Time	10:00 am to 01:00 pm
Department	ECONOMICS
Venue	SEMINAR HALL
No. of Participants	17
Target Audience	STUDENTS
Resource Person	K.JEEVAN BABU Lecturer in Economics Government Degree College, Alamuru

REPORT OF THE PROGRAMME

SOFT SKILLS PROGRAM ON INNOVATION

The department of History organised" Soft skills development programme on Innovation 9TH AUGUST 2019 from 10.00 to 1.00 pm in the college. The program was inaugurated by the principal Ch.Rama krishna, Resource person Mr K.jevan babu lecturer in economics,government Degree College, Alamuru.which was presided over by the Head of the department M.krishna chaitanya Lecturer in History.the History Department welcomed the gathering felicitated the programme by P.veerababu Lecturer in Economics.The training session was handled by P.veerababu, Lecturer in Economics.S.RAMBABU Faculty of the political science Department delivered a Vote of Thanks for the session.

Innovation refers to the process of creating new or improved products, services, processes, or business models that meet new or existing market needs. It involves introducing novelty or change to existing solutions, products, or services, often resulting in increased efficiency, productivity, or customer satisfaction.

Types of Innovation :

1. Product Innovation : Creating new or improved products or services.

2. Process Innovation : Improving production, delivery, or operational processes.

3. Business Model Innovation: Changing the way a business operates, such as revenue streams or value propositions.

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4. Service Innovation : Introducing new or improved services.

5. Organizational Innovation : Implementing new management structures, practices, or culture.

6. Technological Innovation : Applying new technologies or scientific discoveries.

Innovation can be driven by various factors, including:
1. Customer needs and feedback
2. Technological advancements
3. Competition and market pressure
4. Entrepreneurship and intrapreneurship
5. Research and development (R&D)

Innovation benefits include:
1. Increased competitiveness
2. Improved efficiency and productivity
3. Enhanced customer satisfaction
4. New revenue streams
5. Economic growth and job creation

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SOFT SKILL DEVELOPMENT PROGRAM
STUDENTS ENROLLMENT CUM ATTENDANCE

Title: Innovation

Date: 09-08-2019

S.No.	Name of the Student	Class	Signature
1	K.VEERA LAKSHMI	III BA	K. V. lam
2	P.KALYAN KUMAR	III BA	P. K. Kumar
3	T.VEERENDRA KUMAR	III BA	T. V. Kum
4	T.SRILATHA	III BA	T. Srilatha
5	A.DURGA PRASAD	II BA	A. Durga Prasad
6	A.ANAND BABU	II BA	A. Anand Babu
7	D.RAJESH	II BA	D. Rajesh
8	G.DEVI MOUNIKA VARMA	II BA	G. D. M. Varma
9	J.RANI	II BA	J. Rani
10	J.HEMA SRI	II BA	J. Hema Sri
11	J.RAMYA LAKSHMI	II BA	J. R. Lak
12	P.PRADEEP	II BA	P. Pradeep
13	R.NARESH KUMAR	II BA	R. N. Kum
14	S.VENKATA KALYAN	II BA	S. V. Kalyan
15	T.SUFI	II BA	T. Sufi
16	T.PRAVALIKA	II BA	T. Pravalika
17	V.HARISH	II BA	V. Harish

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Skill Development Programme on Tally with GST

Date of Event	12-DEC-2019
Time	4:00pm to 5:00pm
Department	COMMEREC
Venue	Class Room
No. of Participants	35
Target Audience	B.Com students

Report of the Programme:

On12-12-2019, as session on Tally with GST was held at seminar hall for B.Com students. The session was aimed at providing a comprehensive understanding of Tally ERP 9 with GST to the participants, including its features, benefits, challenges and impact on the economy. The session was attended by 35 participants

The session was led by J. Veeraju a renowned tax expert in the field. The session began at 4;00pm, and the speaker was introduced and welcomed by the event Co-ordinator Sri Dr. CH Ramakrishna, department of commerce. The session began with an introduction to Tally ERP 9 and GST and its basic concepts. The speaker explained that Tally and GST is a value-added tax levied on the supply of goods and services across the country. It has replaced several indirect taxes like excise duty, service tax, and value-added tax. Tally ERP 9 and GST is levied at every stage of the supply chain, but the burden of the tax is ultimately borne by the end consumer.

The speaker then explained the features of Tally ERP 9 and GST, which include a dual structure with both central and state components, a uniform tax rate for goods and services across the country, and a comprehensive input tax credit system. The session also covered the benefits of Tally ERP 9 and GST, including the elimination of cascading tax effects, increased transparency, and reduced compliance burden.

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Objectives:

- ❖ - To understand the basics of Tally ERP 9 software
- ❖ - To learn how to configure and implement GST in Tally
- ❖ - To practice creating invoices, recording transactions, and generating GST reports

Agenda:

1. Introduction to Tally ERP 9
2. Setting up GST in Tally
3. Creating GST - Compliant invoices
4. Recording transactions and generating GST reports
5. Hands-on practice session

The outcome of the program:

Overall, the session on Tally ERP 9 with GST was highly informative and provided participants with a comprehensive understanding of Tally ERP 9 with GST and its impact on the economy. The session also highlighted the benefits and challenges of Tally ERP 9 with GST and provided participants with insights on how to navigate the new tax regime. The session was a great success, and the participants left with a deeper understanding of Tally ERP 9 with GST and its implications

Conclusion:

The program "Tally with GST" successfully achieved its objectives, equipping participants with practical knowledge and skills to implement Tally ERP 9 software for GST compliance. The program received positive feedback from participants, and recommendations have been made for future improvements.

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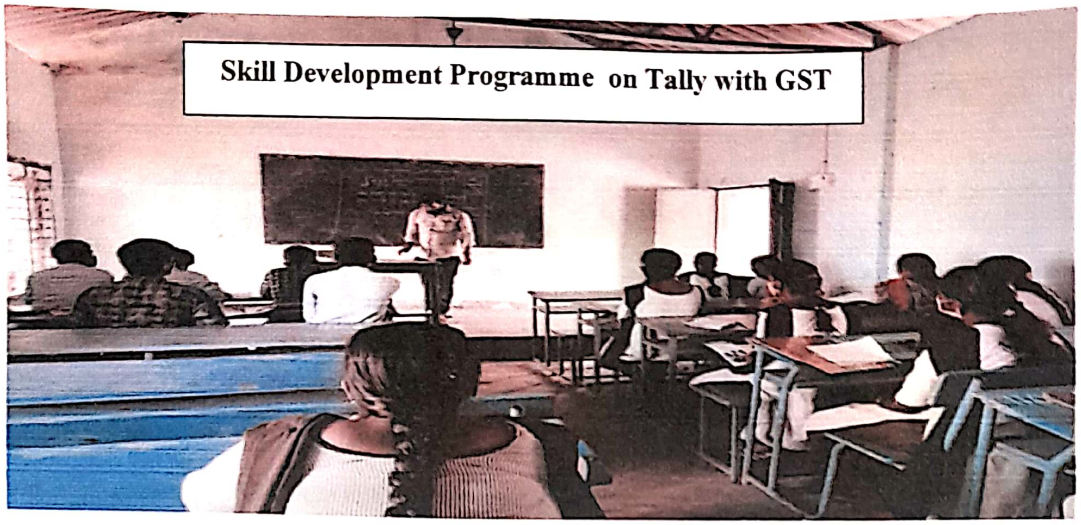

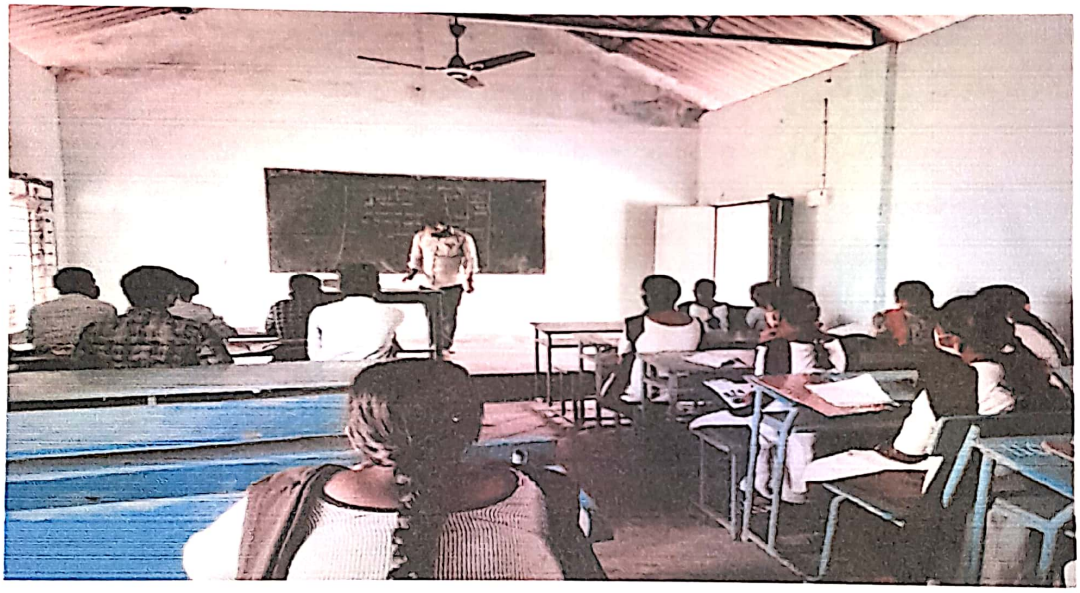

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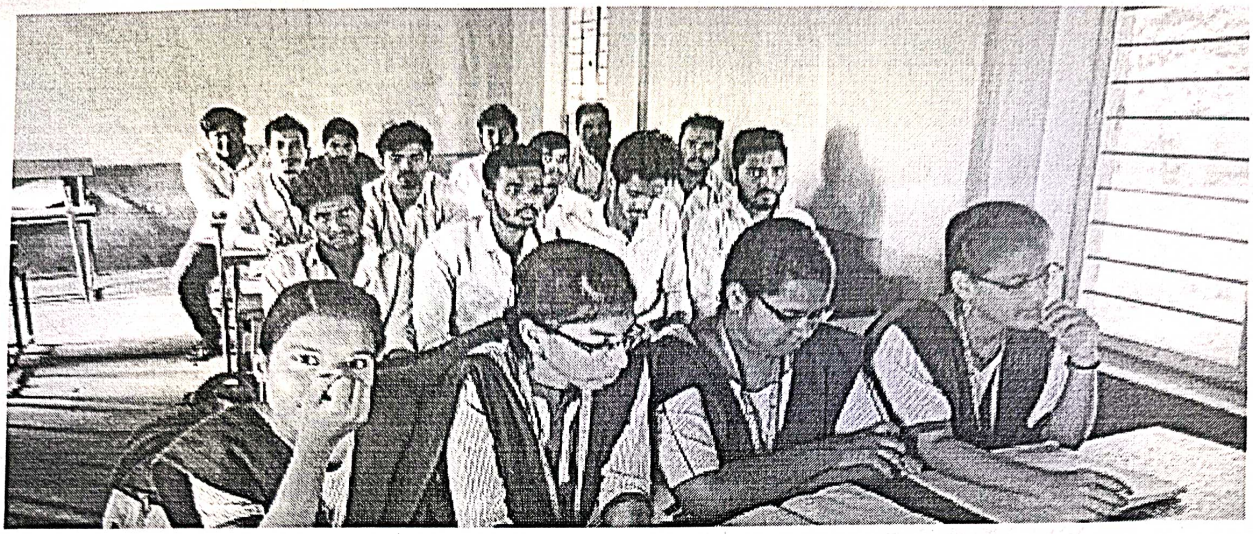

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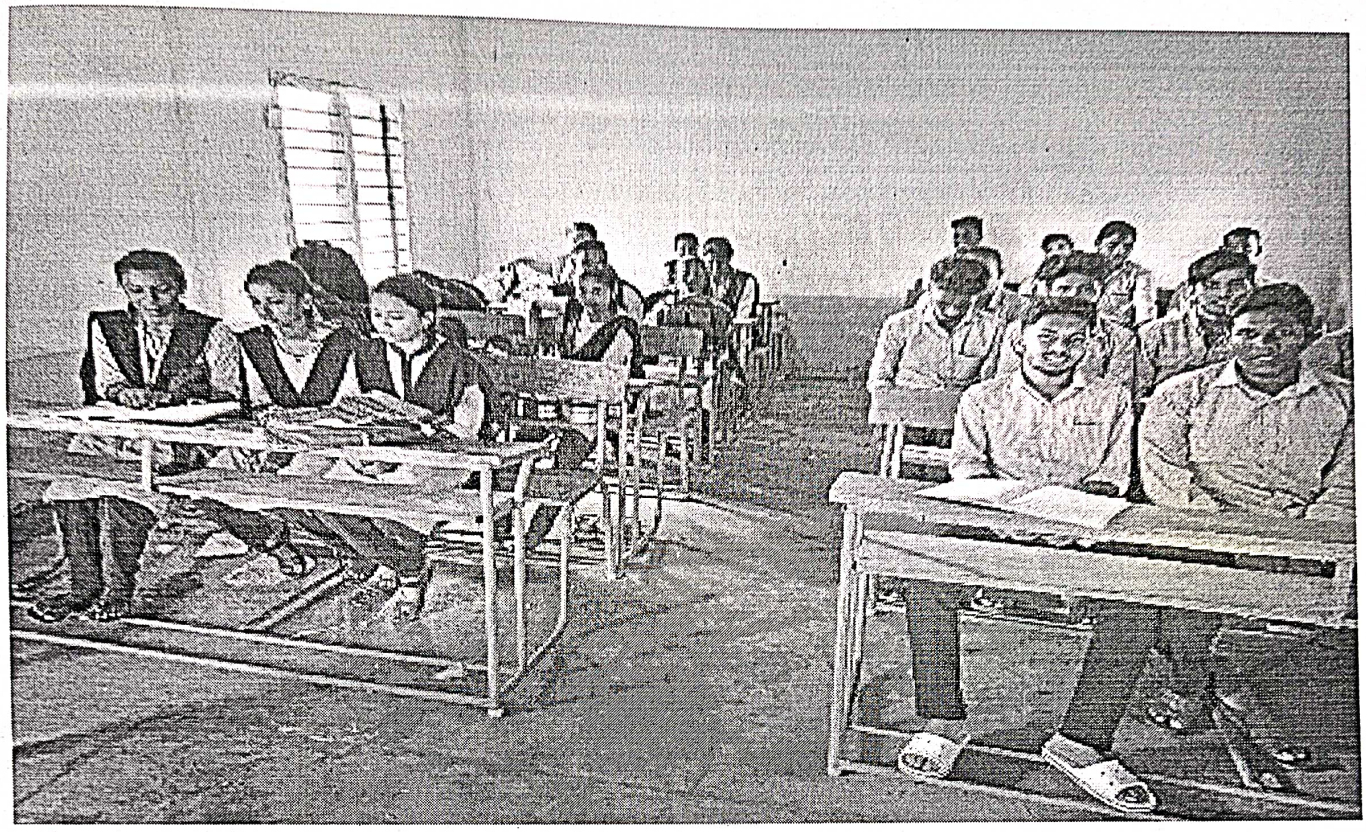
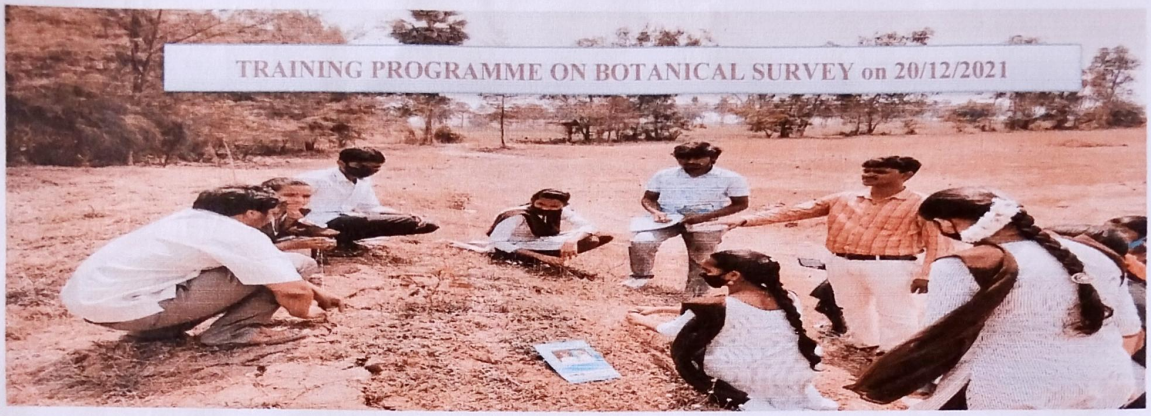
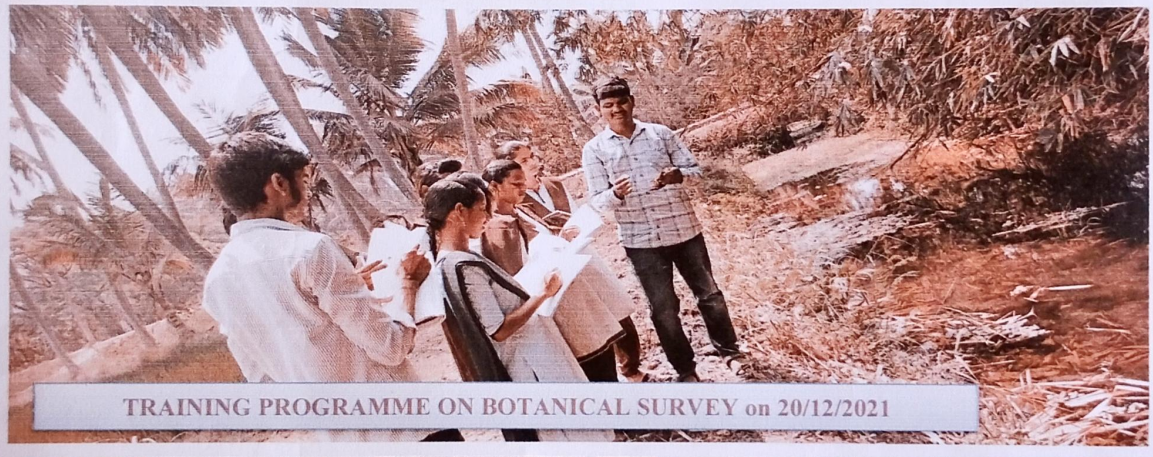
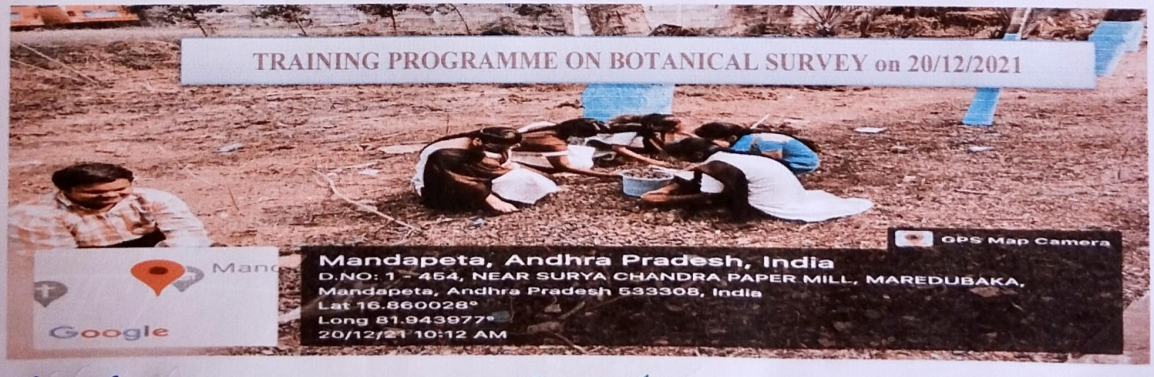


PHOTOGRAPHS OF TRAINING ON BOTANICAL SURVEY

DEPARTMENT OF BOTANY TRAINING PROGRAMME ON BOTANICAL SURVEY







Lecturer

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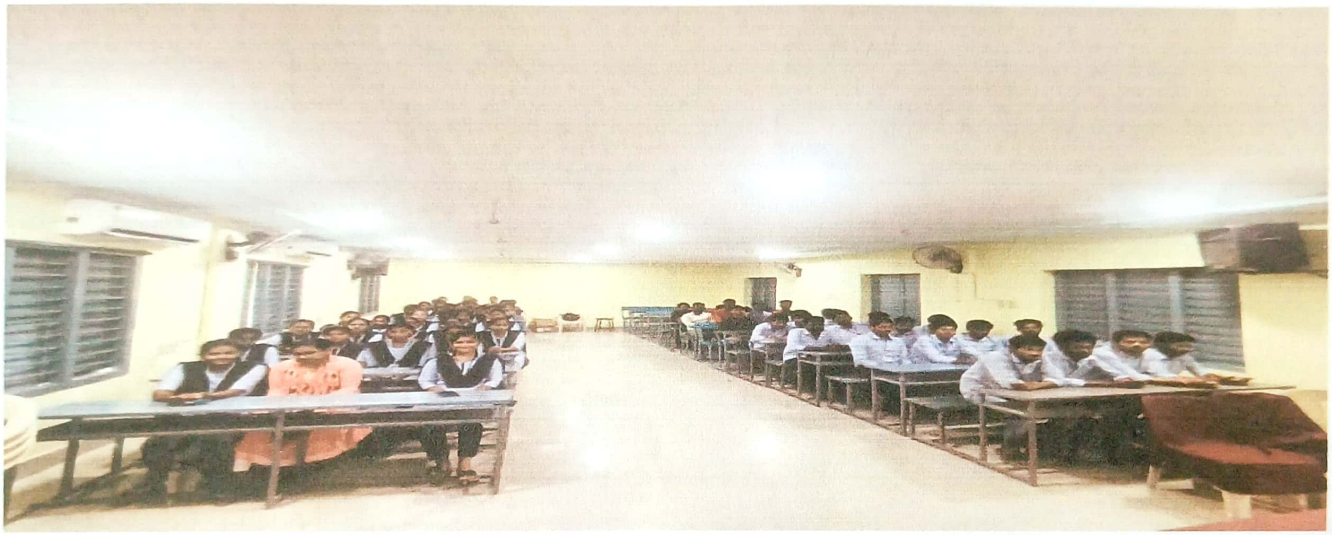
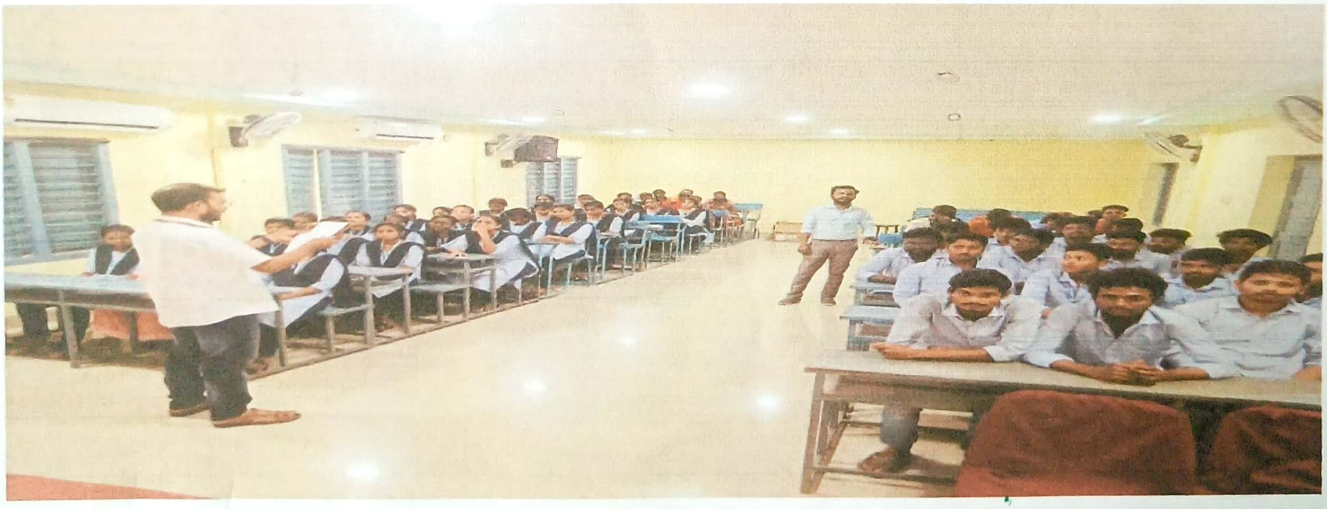
Soft Skill Development Programme on GST and its Practical Implications





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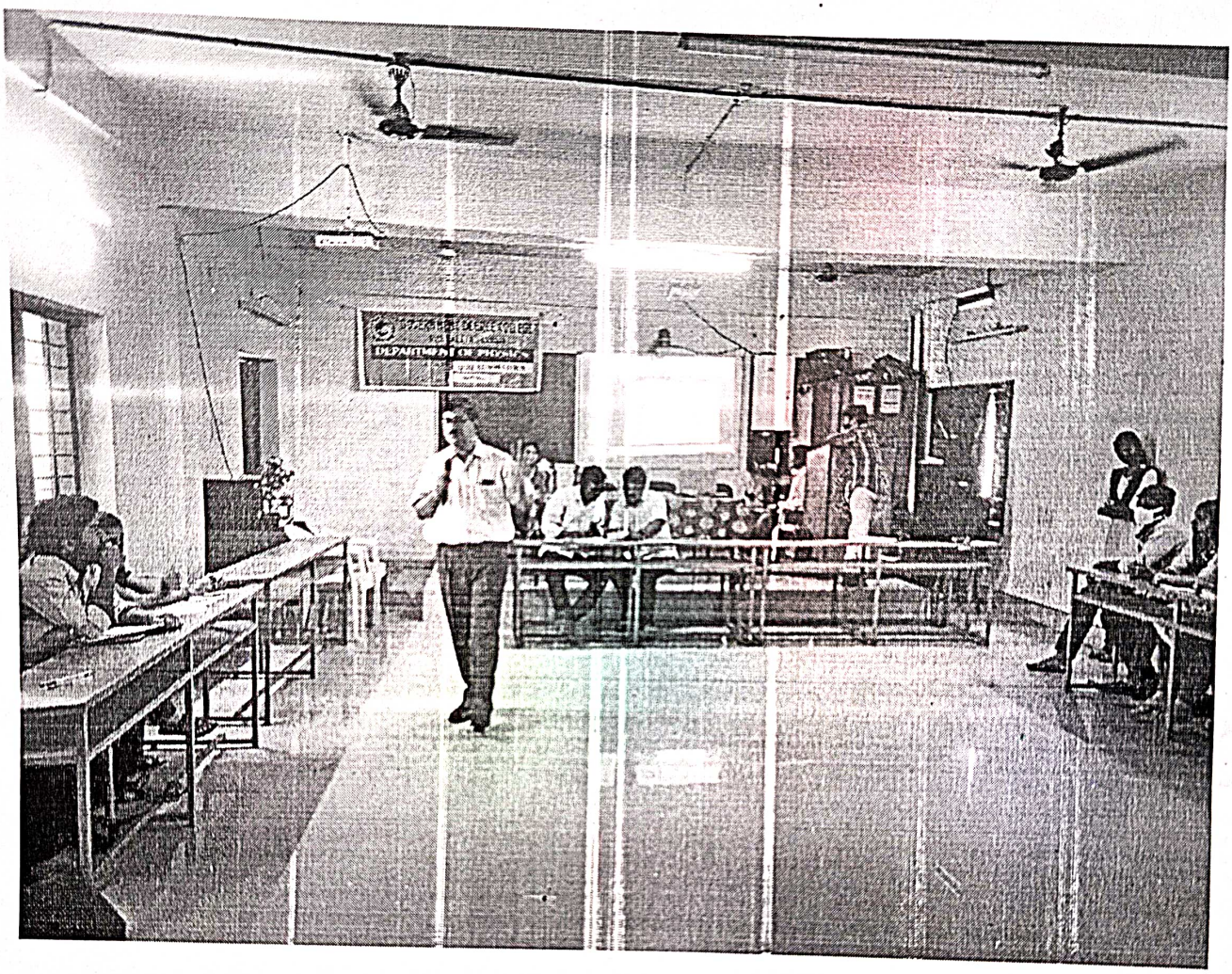

Program-Convener

Head of the Department

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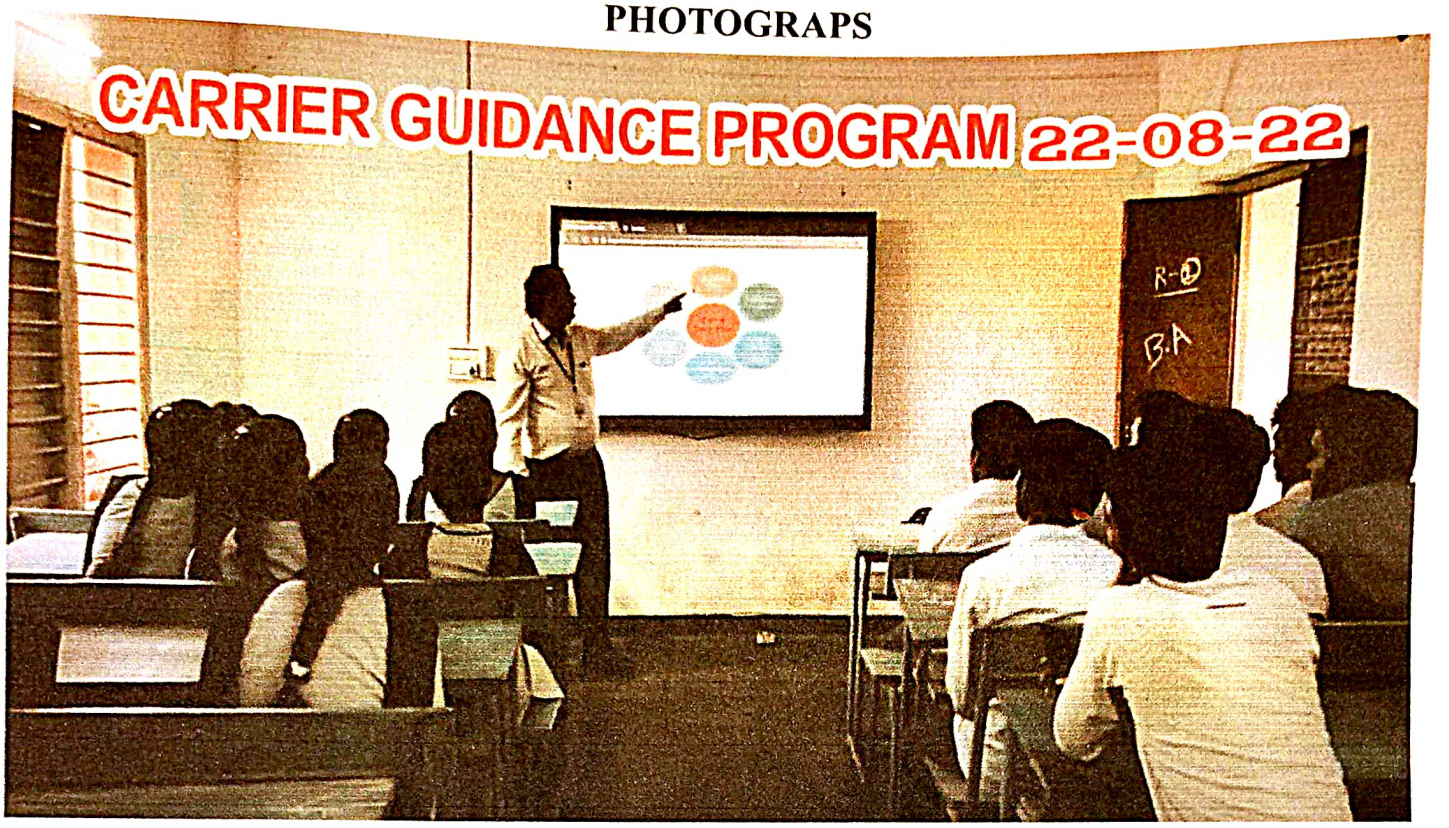

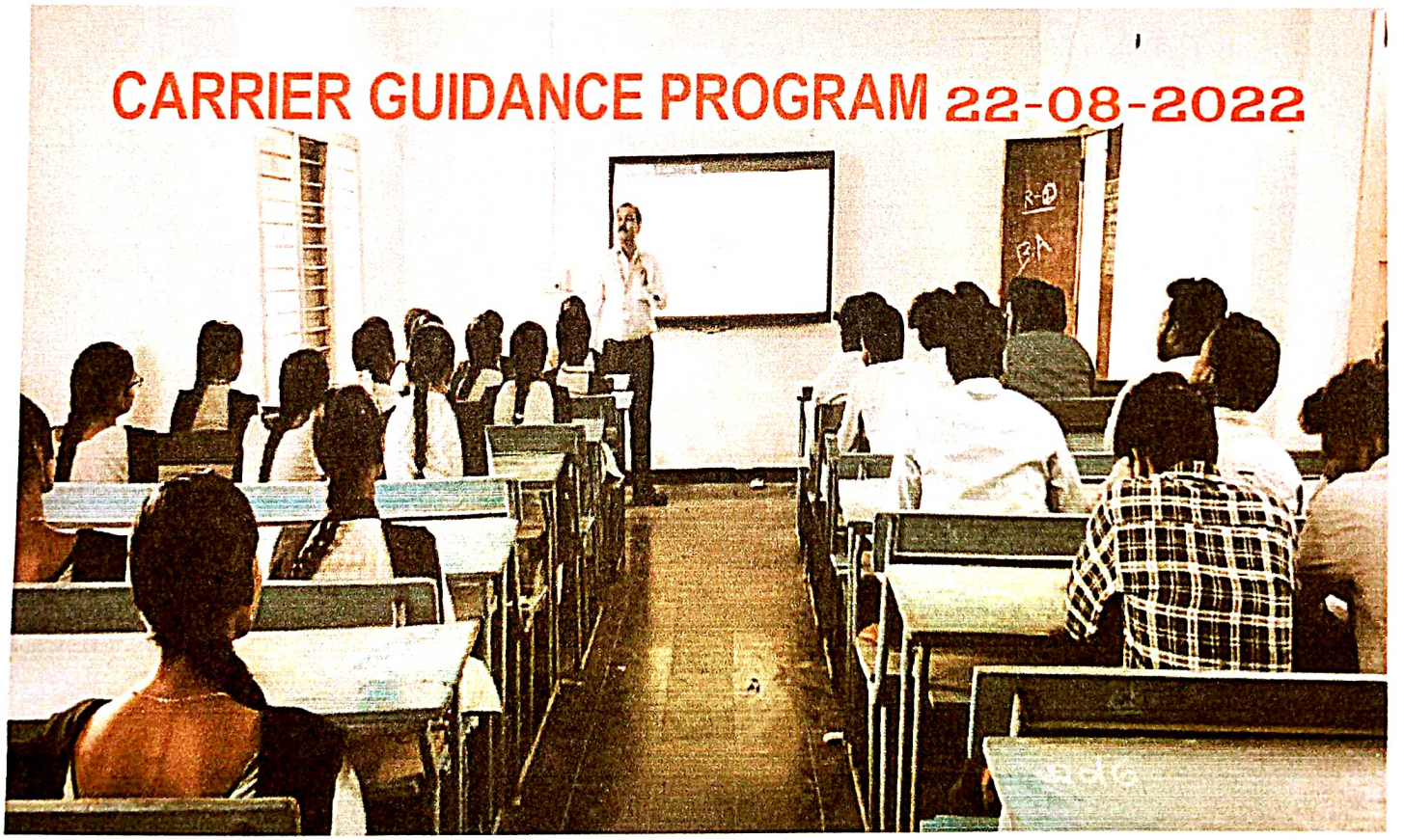

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for streamlining laboratory procedures, including batch processing, pre-planning experiments, and efficient use of laboratory resources.

The program facilitated better work-life balance by teaching participants how to manage their research tasks without compromising personal time. This balance is crucial for sustaining long-term productivity and job satisfaction.

The time management program successfully provided valuable skills and strategies for managing time effectively in biological experiments. By enhancing participants' ability to prioritize tasks, create efficient schedules, and manage multiple projects, the program contributed to improved productivity and research outcomes. Future iterations of the program will aim to incorporate additional practical exercises and case studies to further enrich the learning experience.

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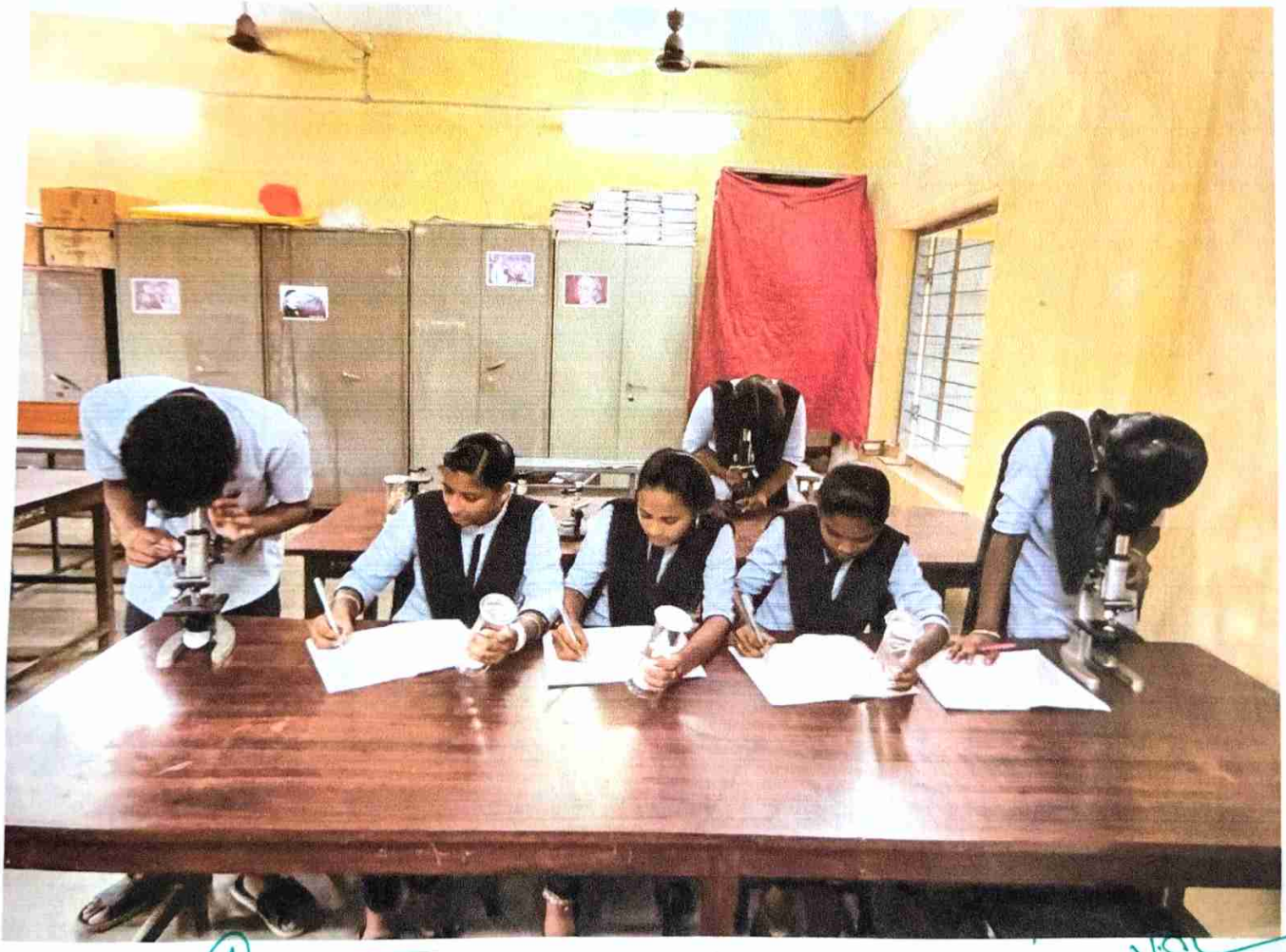

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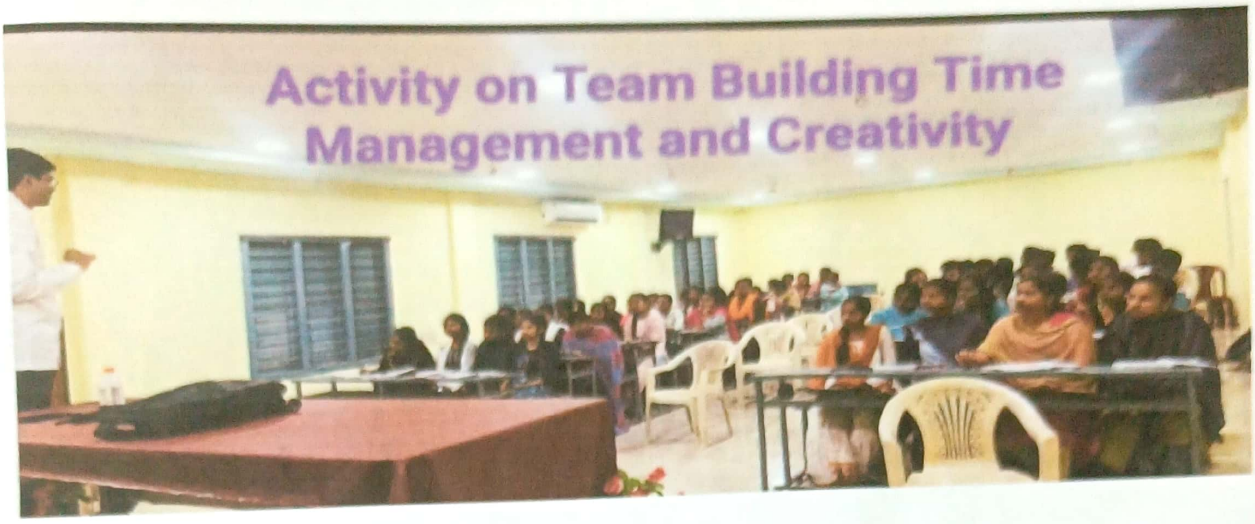

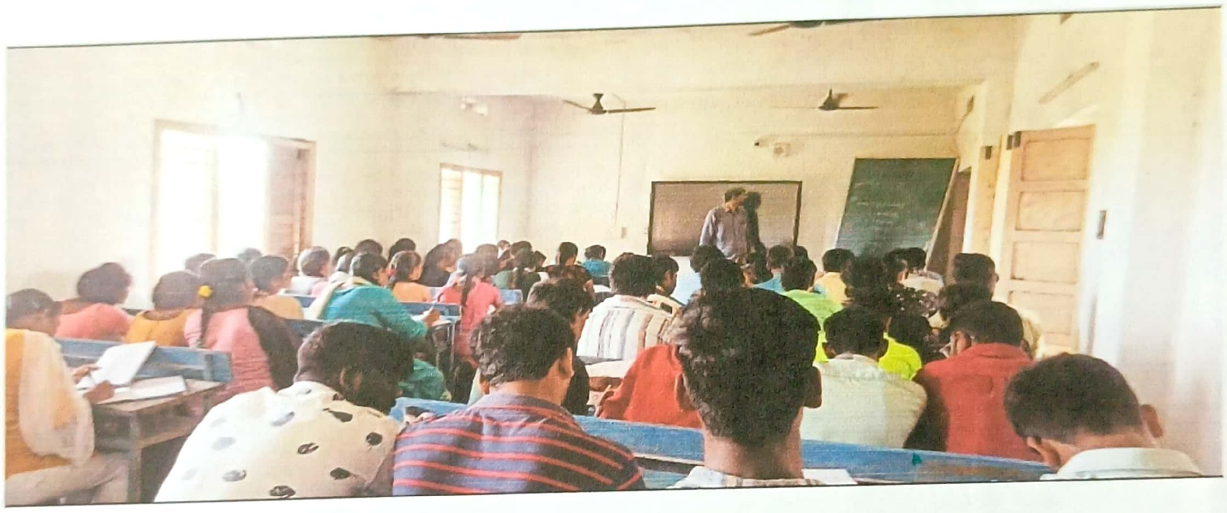

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Skill Development Programme on Investment Management

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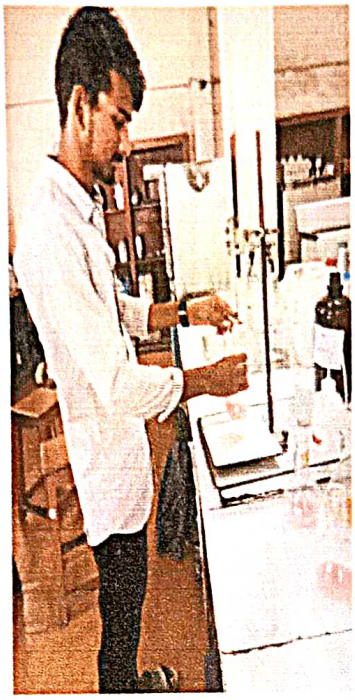

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SOFT SKILL PROGRAMME ON FIELD WORK AND OBSERVATION SKILLS

TITLE	FIELD WORK AND OBSERVATION SKILLS
Date of Event	12 February 2024
Time	10:00am to 12:00pm
Department	Zoology
Venue	Zoology Laboratory
No. of Participants	22 Students
Target Audience	1st and 2nd Year BZC Students
Resource Person	Sri A. Ananda Rao Lecturer in Zoology

REPORT OF THE PROGRAMME

The department of Zoology organized a SOFT SKILL PROGRAMME on 12st February 2024 from 10.00am to 12:00 pm in the college Zoology Laboratary. The Program was inaugurated by the principal T.K.VSRINIVAS RAO., which was presided over by the Academic Coordinator CH.Thrinadha Lecturer in English and.CH,Abhinay, Faculty of the Botany Department welcomed the gathering felicitated the programme. The Program session was handled by Sri A.ANANDA RAO, Lec.In.Zoology, CH,Abhinay, Faculty of the Botany Department delivered a Vote of Thanks for the session.

Program Objectives

1. Develop Field Work Competence: Equip students with the necessary skills to conduct effective fieldwork, including data collection, specimen handling, and environmental assessment.
2. Enhance Observation Skills: Improve students' ability to make detailed, accurate observations of animal behaviour and ecological interactions.
3. Promote Analytical Thinking: Foster the ability to analyse observational data and draw meaningful conclusions related to zoological studies.
4. Encourage Effective Communication: Strengthen students' skills in presenting their findings and collaborating with peers and experts.

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This report outlines the implementation and outcomes of a soft skills training program focused on fieldwork and observation skills within the context of zoology. The program was designed to enhance students' practical abilities in conducting field research, collecting data, and making accurate observations of animal behavior and habitats. students demonstrated increased proficiency in fieldwork techniques, including specimen collection and data recording. Enhanced ability to identify and use various observational tools and technologies.

The soft skills program on fieldwork and observation skills in zoology effectively enhanced students' practical abilities, observational acumen, and communication skills. The structured approach combining theoretical knowledge with hands-on experience provided a comprehensive learning experience. Future iterations of the program should address the challenges encountered and continue to build on the successful elements to further refine students' skills in zoological research.

Soft Skill Program on Field Work and Observation Skills (12-02-2024)

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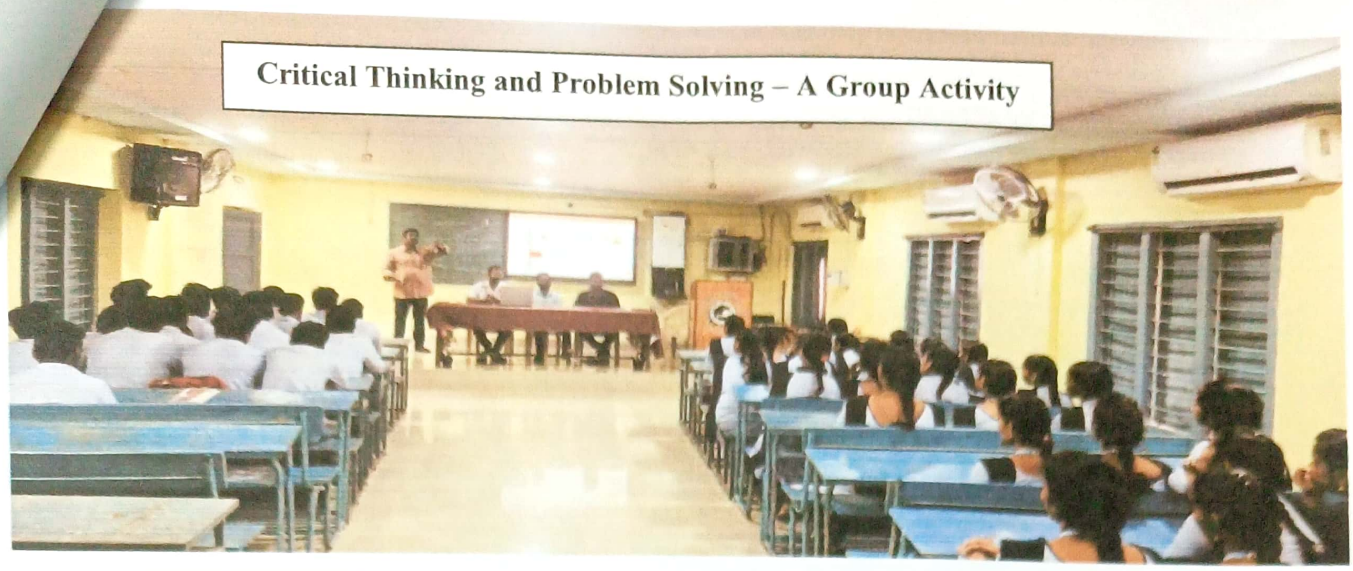

A glimpse of the activity held on 25-03-2024 entitled **Critical Thinking and Problem Solving – A Group Activity**

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