



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(An UGC Autonomous Institution, Affiliated to JNTUH, Hyderabad Accredited 2nd time by NAAC
with 'A' Grade & NBA)
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,
Telangana State – 500100
www.mrec.ac.in

Department of Master of Business Administration

CIRCULAR

Date: 09/12/2016

All the students are hereby informed that Value Added Course on “Soft Skills Training” on date 19th to 24th December, is being organized by the Master of Business Administration. The resource person for the course is “Ms.P.Hepsiba Udaya sree”.

Students are advised to register their names to the programme coordinator “Ms.A.Latha”, on or before 10th December and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.



K-cell
Head of the Department

HEAD OF THE DEPARTMENT
Master of Business Administration
MALLAREDDY ENGINEERING COLLEGE

Copy to:

- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.

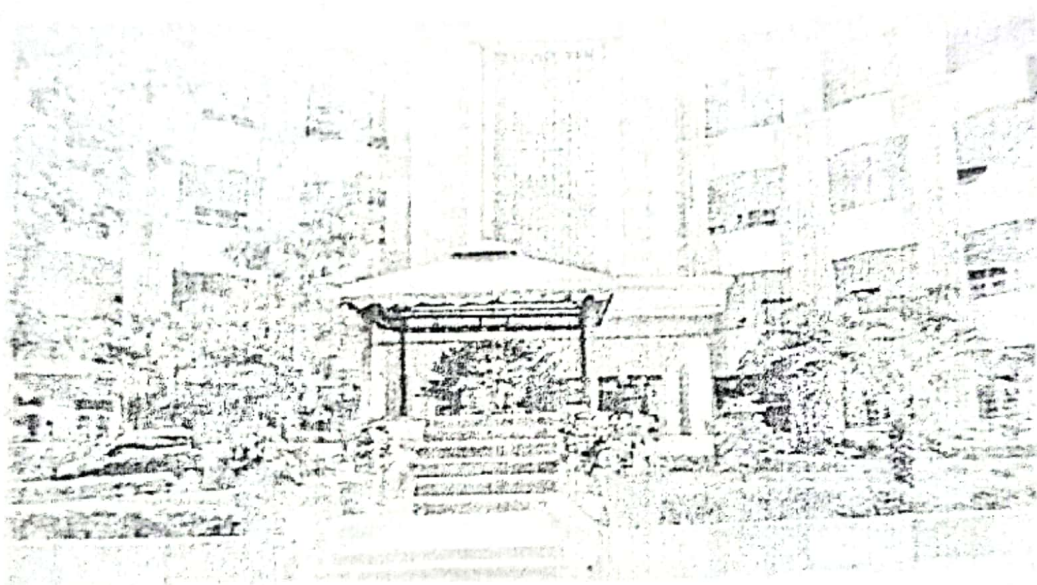
Ravi
PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100

A One-Week Skill development Course (Value added Course)

On

“SOFT SKILLS TRAINING”

(19th to 24th December, 2016)



*Organized by
Department of*

Master of Business Administration
MALLA REDDY ENGINEERING COLLEGE
(AUTONOMOUS) MAIN CAMPUS

An UGC Autonomous Institution, Approved by AICTE & Affiliated to JNTUH-Hyderabad

Reaccredited by NAAC with 'A' Grade (II Cycle)

Maisammaguda(II), Gundlapochampally (V),

**Medchal (M), Medchal - Malkajgiri District
Telangana - 500100, India.**



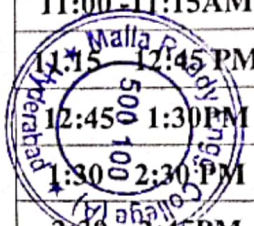
Saundh
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 Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,
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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION
Value Added Course
 on
“SOFT SKILLS TRAINING”
 18 – 23rd, April 2016
Programme Schedule

Date	Time	Topic	Resource Person
18-04-2016	10:10 – 11:00AM	Brief introduction to SOFT SKILLS	Ms.P.Hepsiba Udaya Sree
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	the two chief spoken varieties-British and American	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Indian English and idea of a neutral accent.	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Consonant sounds in English	
19-04-2016	9:30 – 11:00AM	Vowel sounds in english Pure vowels (Long vowels and short vowels)	Ms.P.Hepsiba Udaya Sree
	11:00 -11:15AM	Tea Break	
	11.15– 12:45 PM	Phonetic Symbols	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Connected Speech: Word stress and sentence stress	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Reading from texts, and learning exercises	
20-04-2016	9:30 – 11:00AM	Reading from computer aided teaching and learning exercises	Ms.P.Hepsiba Udaya Sree
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Entry behaviour evaluation	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Introductory Module on Personality Engineering	
	2:30 – 2:45PM	Tea Break	



P. Hepsiba
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	2:45 -4:00 PM	Presentation and speech giving techniques	
21-04-2016	9:30 – 11.00AM	Module on Active Listening	Ms.P.Hepsiba Udaya Sree
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Group Discussion	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Lesson on How to Face Interview.	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM	Body Language	
	22-04-2016	9:30 – 11.00AM	
11:00 -11:15AM		Tea Break	
11.15 – 12:45 PM		Conduction of role-plays	
12:45 – 1:30PM		Lunch	
1:30 – 2:30 PM		Conducting Mock interviews	
2:30 – 2:45PM		Tea Break	
2:45 -4:00 PM		Problem solving ability	
23-04-2016	9:30 – 11.00AM	Self Confidence, Decision making	Ms.P.Hepsiba Udaya Sree
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Group Discussion	
	12:45 – 1:30PM	Lunch	
	1:30 – 2:30 PM	Conduction of role-plays	
	2:30 – 2:45PM	Tea Break	
	2:45 -4:00 PM		
	2:45 -4:00 PM	Interactive sessions	

A. Latha
Coordinator

K. Venkatesh
HOD



Principal
Malla Reddy Engineering College
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Maisammaguda, Dhulapally,
Medchal (Malkajgiri), Sec'bad-500 100.

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2016-17

S.NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	16J41E0001	Aavula Navya	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
2	16J41E0002	Abhishek Jadhav	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
3	16J41E0003	Aili Aravinda Swamy Goud	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
4	16J41E0004	Alla Sirisha	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
5	16J41E0005	Alluri Rosi Pranitha	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
6	16J41E0006	Anneru Ramesh	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
7	16J41E0008	Ashish Ranjan	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
8	16J41E0009	Avinash Bambulge	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
9	16J41E0010	B. Sai Ram	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
10	16J41E0011	B. Venkata Krishna Reddy	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
11	16J41E0012	Balla Anjali	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
12	16J41E0013	Boinapally Sainath	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
13	16J41E0016	Chowdhary Manoj	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
14	16J41E0017	Dharavath Balu	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
15	16J41E0018	Dharpally. Bhasker	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
16	16J41E0019	G. Rohith Goud	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
17	16J41E0020	Gorantla Rachana VLR Reddy	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
18	16J41E0021	Gottuparthi Sai Anil Kumar	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
19	16J41E0022	K. Ravi Kumar	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
20	16J41E0023	K. Sowjanya	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
21	16J41E0024	Karumuri Naga Sateesh Reddy	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
22	16J41E0025	Koka Lohitha Sai Ushasree	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
23	16J41E0026	Kola Vinay	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
24	16J41E0027	Kondra Jyothi	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
25	16J41E0028	Kothireddy Venkatesh	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
26	16J41E0029	M.Mounika	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
27	16J41E0030	Machannagari Chandu	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
28	16J41E0031	Madanu Bala Swetha	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
29	16J41E0032	Malka Shiva Krishna	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
30	16J41E0033	Moreddy Prashanth Kumar Reddy	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
31	16J41E0034	Nadia Iaxmi Narayana	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
32	16J41E0036	Nalla Rakesh	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
33	16J41E0037	Pabbathi Ramya Sri	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
34	16J41E0038	Pippari Shiva Kumar	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
35	16J41E0039	Pittal Naveen	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
36	16J41E0040	Poddaturi Nikitha Reddy	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
37	16J41E0041	Ragi Sai Ram	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
38	16J41E0042	Ragi Swetha	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
39	16J41E0043	Rakesh Kumar Gupta	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
40	16J41E0044	Rangu Sreeja	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
41	16J41E0045	Akash Kiran	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
42	16J41E0046	Rustumpeta Bhargavi	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
43	16J41E0047	S. Akhila	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
44	16J41E0048	S. Sankeerthana	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
45	16J41E0049	Sapati Balraj	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
46	16J41E0050	Susmitha Tiwari	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
47	16J41E0051	Swadin Kumar Mohanthy	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
48	16J41E0054	Tipperaveni Akhil Kumar	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
49	16J41E0056	Hari Narayana	SOFT SKILLS TRAINING	19/12/2016	24/12/2016
50	16J41E0067	Sharanya	SOFT SKILLS TRAINING	19/12/2016	24/12/2016



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DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION
ACADEMIC YEAR: 2016-17
SUMMARY REPORT

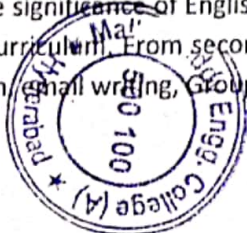
Value added course name: "Soft skills Training"
Value added course Instructor: Ms.P.Hepsiba Udaya Sree

Soft Skill is a term often associated with a person's "EQ" (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, language, personal habits, interpersonal skills, managing people, leadership, etc. that characterize relationships with other people. Soft skills contrast to hard skills, which are generally easily quantifiable and measurable. In this cosmopolitan world we are in a mad race to achieve professional accomplishments.

Industries are flourishing and they are doing aggressive business with the greater world. Our students happen to be a part of this mad race and so we want them to combat with all the obstacles in their life. To meet the requirements of this globalised world every student should have a strong command in English and should be adept in Soft Skill along with hard skill. Attitude and positive energy is what the industry needs which is impossible without proper soft skill training.



Our college proclaims to have a very good infrastructure to impart this training. We have two specified Language Labs to conduct specialized Soft Skill Training which includes Communication , Personal narratives, Grammar and Vocabulary for the first year students. In the first year our focus is to make them realize the significance of English Language in the global world. They learn LSRW skills which is imperative in our curriculum. From second year onwards they learn the process of writing Résumés, CV and Job Application, Email writing, Group Discussion and Presentation Skills.



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Through Mock Presentations every student overcome their stage fright and peer pressure, and develop their personality traits to meet the demands of professional communication. From third year onwards students undergo rigorous mock interview and mock GD sessions for campus drive. We set up a professional ambience to give them a feel of the professional world. We organize special workshops to bridge the gap between industry and academics. Different company personnel deliver lectures on the necessity of Communication and Soft Skill in the industry. Students are enriched and their inherent talent is nurtured to a great extent. Soft skill is quintessential and to meet the socio- economic transformations of the world, students need to have this skill along with academic proficiencies to survive in the industry.

A. Patha
Co-Ordinator

Ramesh
Malla Reddy Engineering College
M. S. Ramaiah Institute of Technology
(Post Via Kompally, Sec'bad-500 100)



K. V. S.
MBA HOD
HEAD OF THE DEPARTMENT,
Master of Business Administration
MALLAREDDY ENGINEERING COLLEGE
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Certificate of Completion

This is to certify that Mr./Ms B. Venkata Krishna Reddy *bearing*
Roll No 16J41E0011 *has successfully completed Value Added Course*
in SOFT SKILLS TRAINING *conducted by the Department of*
MBA *from* 19/12/2016 *to* 24/12/2016.

A. Latha
COORDINATOR

K. Uler
HOD

Raadhika
PRINCIPAL
Malla Reddy Engineering
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PRINCIPAL



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Certificate of Completion

This is to certify that *Mr./Ms* Balla Anjali bearing
Roll No. 16J41E0012 has successfully completed *Value Added Course*
in SOFT SKILLS TRAINING conducted by the *Department of*
MBA from 19/12/2016 to 24/12/2016.

A. Latha
COORDINATOR

K. Uler
HOD

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Certificate of Completion

This is to certify that Mr./Ms Boinapally Sainath bearing
Roll No 16J41E0013 has successfully completed Value Added Course
in SOFT SKILLS TRAINING conducted by the Department of
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Raud

A. Latha
COORDINATOR

K. Uler
HOD

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Certificate of Completion

This is to certify that Mr./Ms Chowdhary Manoj bearing
Roll No. 16J41E0016 has successfully completed Value Added Course
in SOFT SKILLS TRAINING conducted by the Department of
MBA from 19/12/2016 to 24/12/2016.

A. Latha
COORDINATOR

K. Ven
HOD

Ramesh
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Certificate of Completion

This is to certify that Mr/Ms Dharavath Balu bearing
Roll No 16J41E0017 has successfully completed Value Added Course
in SOFT SKILLS TRAINING conducted by the Department of
MBA from 19/12/2016 to 24/12/2016.

A. Latha
COORDINATOR

K. Uler
HOD

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