



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

Department of Master of Business Administration

CIRCULAR

Date: 10/04/2015

All the students are hereby informed that Value Added Course on “Soft Skills Training” on date 18th to 23rd April, is being organized by the Master of Business Administration. The resource person for the course is “Mr. M Murali”.

Students are advised to register their names to the programme coordinator “Ms.A.Latha”, on or before 12th April 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. Latha
Head of the Department

HEAD OF THE DEPARTMENT
Department of Business Administration
MALLAREDDY ENGINEERING COLLEGE
(AUTONOMOUS)
Maisammaguda, Sec'bad - 500 100

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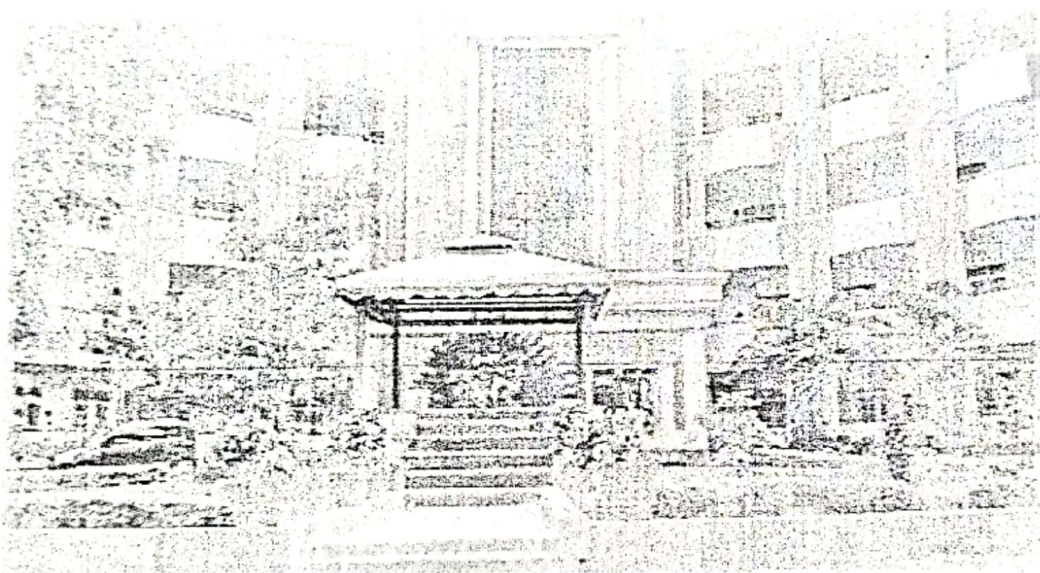
- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.



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

2015-2016

A One-Week Skill development Course
(Value added Course)
 On
“SOFT SKILLS TRAINING”
 (18th to 23rd April, 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(H), Gundlapochampally (V),
 Medchal (M), Medchal - Malkajgiri District
 Telangana - 500100, India



Principal
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 (Post Via Kompally), Sec'bad-500 100

Principal
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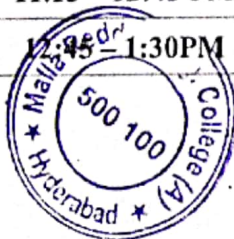


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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

Value Added Course
on
“SOFT SKILLS TRAINING”
18 – 23rd, April 2016
Programme Schedule

Date	Time	Topic	Resource Person
18-04-2017	10:10 – 11.00AM	Brief introduction to SOFT SKILLS	Mr.M.Murali
	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	
19-04-2017	9:30 – 11.00AM	Vowel sounds in english Pure vowels (Long vowels and short vowels)	Mr.M.Murali
	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	
20-04-2017	9:30 – 11.00AM	Reading from computer aided teaching and learning exercises	Mr.M.Murali
	11:00 -11:15AM	Tea Break	
	11.15 – 12:45 PM	Entry behaviour evaluation	
	12:45 – 1:30PM	Lunch	



Reach
Lunch
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	1:30 – 2:30 PM	Introductory Module on Personality	
	2:30 – 2:45PM	Tea Break	
	2:45 –4:00 PM	Presentation and speech giving techniques	
21-04-2017	9:30 – 11.00AM	Module on Active Listening	Mr.M.Murali
	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	
22-04-2017	9:30 – 11.00AM	Debating Competition	Mr.M.Murali
	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	
23-04-2017	9:30 – 11.00AM	Self Confidence, Decision making	Mr.M.Murali
	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	Conduction of role-plays.	

A Latha
Co-ordinator

K. Jay
HOD

Ramesh
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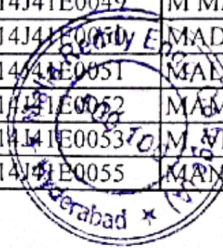
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VAC List of Students 2015-16

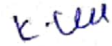
S.NO	ROLL NO	NAME OF THE STUDENT	COURSE	DURATION	
				FROM	TO
1	14J41E0001	A. ARUNASRI	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
2	14J41E0002	A JAGDISH	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
3	14J41E0003	ASHISH KUMAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
4	14J41E0004	AVULA MOUNIKA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
5	14J41E0006	BAIRY SANDHYA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
6	14J41E0007	BANALA GANESH KUMAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
7	14J41E0008	BANDARI NISHITA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
8	14J41E0009	BATHULA PRIYANKA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
9	14J41E0010	BATHULA RAJASHEKAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
10	14J41E0011	BHAGAVATHI TEJA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
11	14J41E0012	B.RAMALINGA RAJU	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
12	14J41E0013	BINGI SAIBABU GOUD	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
13	14J41E0014	B.VENKATA SASTRY	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
14	14J41E0015	CH VENKATESH	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
15	14J41E0016	CH RAJINI KUMAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
16	14J41E0017	CHAKALI SHIVA KUMAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
17	14J41E0018	C.PRADEEP KUMAR REDDY	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
18	14J41E0019	C. ASHOK REDDY	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
19	14J41E0021	D. ANIL KUMAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
20	14J41E0022	D SWETHA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
21	14J41E0023	D CHANDRA KANTH	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
22	14J41E0024	DEVARAPALLI SHAILAJA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
23	14J41E0025	DHARA NAVEEN	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
24	14J41E0026	DONTHI SANDHYA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
25	14J41E0028	EERICHETTI ARUNA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
26	14J41E0029	ENDLA BHARATH	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
27	14J41E0030	G V. KRISHNA PRAKHYATHA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
28	14J41E0032	GOLLA GOPAL RAO	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
29	14J41E0034	GUPTA DEEPA KUMARI	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
30	14J41E0035	H KARTHIK	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
31	14J41E0036	HARI KUMAR V	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
32	14J41E0037	J M VINAMRATHA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
33	14J41E0038	JANNU ARUN	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
34	14J41E0039	KAIRAM KONDA SANDEEP	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
35	14J41E0040	KAPIL DEV MORLA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
36	14J41E0041	V RAJA SHEKAR REDDY	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
37	14J41E0042	KASARLA RAJU	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
38	14J41E0043	KEERTHI GUNTUR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
39	14J41E0044	KOLIPAKA VINOD KUMAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
40	14J41E0045	KOMEERISHETTY SWATHI	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
41	14J41E0046	KOTA SHYLAJA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
42	14J41E0047	KOYYADA BHARGAVI	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
43	14J41E0048	KURAKULA SRINATH	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
44	14J41E0049	M MANISHA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
45	14J41E0050	MADIGA SANDEEP KUMAR	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
46	14J41E0051	MALLADI RAJA RAJESHWARI	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
47	14J41E0052	MAMIDELLA DHANUJA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
48	14J41E0053	M. VEERENDER PRAKASH	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
49	14J41E0055	MANISH TIWARI	SOFT SKILLS TRAINING	18/04/2016	23/04/2016



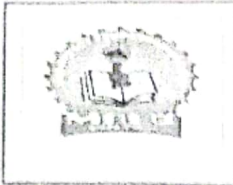
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50	14J41E0056	PUVVADA SOWMYA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
51	14J41E0057	MATAM MANJUNATHA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
52	14J41E0058	MATTAPARTHI RAJINI	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
53	14J41E0060	MOHAMMAD ASIFPASHA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
54	14J41E0061	MOHD KAREEM	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
55	14J41E0062	MUDUNURU RENUKA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
56	14J41E0063	NIMMALA SANDEEP REDDY	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
57	14J41E0064	P. KALYANA KUMAR REDDY	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
58	14J41E0065	KARTHIK PANYALA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
59	14J41E0066	PENDYALA ANUSHA	SOFT SKILLS TRAINING	18/04/2016	23/04/2016
60	14J41E0069	RAMESH REDDY R	SOFT SKILLS TRAINING	18/04/2016	23/04/2016


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DEPARTMENT OF MASTER OD BUSINESS ADMINISTRATION

ACADEMIC YEAR: 2015-16

SUMMARY REPORT

Value added course name: "Soft Skills Training"

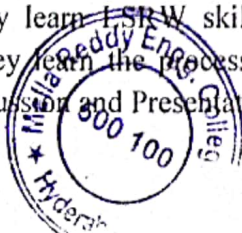
Value added course Instructor: Mr.M.Murali

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.



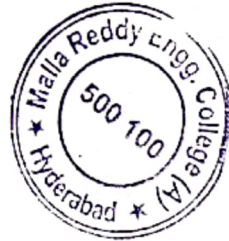
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Through Mock Presentations every student overcome their stage fright and peer pressure, and develop their personality traits to meet the demands of professional communication. From third year onwards students undergo rigorous mock interview and mock 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. Chaitanya
Co-Ordinator

Ravi
PRINCIPAL
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K. Venkatesh
MBA HOD
HEAD OF THE DEPARTMENT
Center of Business Administration
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Certificate of Completion

This is to certify that Mr./Ms A. ARUNASRI bearing
Roll No 14J41E0001 has successfully completed Value Added Course
in SOFT SKILLS TRAINING conducted by the Department of
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A. Lath

COORDINATOR

K. Uler

HOD



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Certificate of Completion

This is to certify that Mr./Ms A JAGDISH bearing
Roll No 14J41E0002 has successfully completed Value Added Course
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A. Latha

COORDINATOR

K. Ven

HOD



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Certificate of Completion

This is to certify that Mr./Ms ASHISH KUMAR *bearing*

Roll No 14J41E0003 *has successfully completed Value Added Course*

in SOFT SKILLS TRAINING *conducted by the Department of*

MBA *from 18/4/2016 to 23/4/2016.*

A. Latha

COORDINATOR

K. Uler

HOD



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Certificate of Completion

This is to certify that *Mr./Ms* AVULA MOUNIKA bearing
Roll No 14J41E0004 has successfully completed *Value Added Course*
in SOFT SKILLS TRAINING conducted by the Department of
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A. Latha

COORDINATOR

K. Uler

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Certificate of Completion

This is to certify that Mr./Ms BAIRY SANDHYA *bearing*
Roll No 14J41E0006 *has successfully completed Value Added Course*
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MBA *from* 18/4/2016 *to* 23/4/2016.

A. Latha
COORDINATOR

K. Ven
HOD

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