Malla Reddy Engineering College

An UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad, Accredited by NAAC with 'A' Grade (2nd Cycle), Maisammaguda (H), Medchal-Malkajgiri, Secunderabad Telangana–500100 www.mrec.ac.in

DEPARTMENT OF INFORMATION TECHNOLOGY

REQUISITION LETTER

Date: 25.11.2021

To

The Principal,
Malla Reddy Engineering College(Autonomous),
Maisammaguda, Dhulapally,
Secunderabad – 500100.

Sub-Seeking Permission to conduct Value Added Courseon**"Soft Skills"- Reg.**

Respected Sir,

In connection with the training programs being organized to get knowledge on recent technologies, department of IT is planning to organize a 35 hours value added program on **"Soft Skills"**from 01.12.2021 to 08.12.2021. Hence I requested you to grant permission to organizing thevalue added Programon **"Soft Skills"**in the above said dates.

Thank you Sir,

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

Yours Sincerely,

HoD-IT

Dept. of Information Technology
Malla Reddy Engg. College (A)
Maisammaguda-500 100

Malla Reddy Engineering College

(An UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad). Accredited 2rd time by **NAAC with 'A'** Grade, Maisammaguda, Medchal - Malkajgiri District, Secunderabad, Telangana State – 500100, www.mrec.ac.in

DEPARTMENT OF INFORMATION TECHNOLOGY

Date: 29-11-21

CIRCULAR

All the Students are hereby informed that Value Added Course on "SOFT SKILLS" from 01.12.2021 to 08.12.2021is being organized by the Department of Information Technology .The Resource Person for the course is Mr.K.Jeevan Kumar,Trainer in AIML Analytics. Students are advised to register names to the programme coordinator Mr.G.SatishKumar,Assistant Professor, before 01-12-21and utilize this opportunity to enhance the Skills by attending the programme.

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

HOD-IT

Dept. of Information Technology
Malla Reddy Engg. College (A)
Maisammaguda-500 100.

Copy to:

1) Circulation in Students classroom
2) All HOD'S
3) Notice Boards
4) PA to Principal for filling

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

About the Institution

Malla Reddy Engineering College (Autonomous) is one of the reputed engineering colleges in Hyderabad, Telangana. **MREC (A)** is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy, currently Hon'bleMinister,Labor and Employment, Factories, Women and Child Welfare and Skill Development, Govt. of Telangana State. The college is situated in aserene,lushgreenenvironmentinMaisammaguda , Gundlapochampally,Medchal(M),Medchal-Malkajgiri District Telangana– 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A' Grade (II Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities by offering new courses in UG- **Cyber Security, Artificial Intelligence and Machine Learning, Data Science and IOT** along withprograms in various streams of Engineering & Technology and Management. It boasts of world-class infrastructure and well-equipped laboratories in all departments and is skillfully and smartly guidedby**Dr.A.Raveendra,Principl,MREC(A**) who have a rich teaching and industrial experience.

Advisory Committee:

Chief Patrons:**Sri. Ch. Malla Reddy, Minister-Telangana State-India.**
Founder Chairman
Malla Reddy Group ofInstitutions

Patrons: **Sri.Ch. MahenderReddy**Secretary, MRGI
Dr.Ch.Bhadra Reddy
President, MRGI

Co-Patrons: **Dr.A.Raveendra**
Principal, MREC(A)

Convener:Dr. M.Deena Babu
HOD IT

Coordinator:Mr.G.Sathish
Assistant Professor, IT

Organizing Committee:

Mr.A.Venkatrami Reddy, Assistant Professor, IT
Mr.K.Saidi Reddy, Assistant Professor, IT
Ms.P.Swapna, Assistant Professor, IT

About the Department:

The Department of Information Technology was established in 2007 with intake of 60 Students and with specific Vision, Mission and Goals. From the day college was affiliated to Jawaharlal Nehru Technological University, Hyderabad (JNTUH) and recognized by AICTE, New Delhi the Department works under the Rules and Regulations JNTUH and AICTE. The course curriculum proposed by the JNTUH will be implemented strictly. However, if required the Department proposes modifications or inclusions of new courses in the curriculum to the JNTUH for consideration.

Head
Dept. of Information Technology
Malla Reddy Engg. College (A)

A One-Week Training program
(Value added Course)
On
"Soft Skills"
(01st to 08th Dec, 2021)
In Association with
AIML ANALYTICS

Organizedby
Departmentof
Information Technology
MALLA REDDY ENGINEERINGCOLLEGE
(AUTONOMOUS) MAIN CAMPUS
An UGC Autonomous Institution, Approved by AICTE &Affiliated to JNTUH-Hyderabad
ReaccreditedbyNAACwith'A'Grade(II Cycle)
Maisammaguda(H),Gundlapochampally (V), Medchal (M),Medchal - Malkajgiri District Telangana - 500100, India.

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Department of Information Technology

"Value-Added Course on Soft Skills"

Schedule

Day & Date	10:00-11:15AM	11:15-11:30AM	11:30AM-1:00PM	1:00-2:00PM	2:00-3:00PM
01/12/2021	ADVANCED COMMUNICATION SKILLS		GROUP DISCUSSION		Practical Demos
02/12/2021	HARD SKILLS		SOFT SKILLS		Practical Demos
03/12/2021	ATTITUDE		TIME MANAGEMENT		Practical Demos
04/12/2021	GOAL SETTING	**Tea Break**	DECISION MAKING	**Lunch Break**	Practical Demos
06/12/2021	LEADERSHIP SKILLS		VOCABULARY – ADVANCED		Practical Demos
07/12/2021	STRESS MANAGEMENT		TEAM WORK & PEOPLE MANAGEMENT		Practical Demos
08/12/2021	VOCABULARY – ADVANCED		SYNONYMS &ANTONYMS		Practical Demos

Coordinator

HOD

Head
Dept. of Information Technology
Malla Reddy Engg. College (A)
Maisammaguda-500 100.

Principal

PRINCIPAL
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DEPARTMENT OF INFORMATION TECHNOLOGY

Value Added Course
On
"Soft Skills"

Date(s):01.12.2021to08.12.2021 **Timings:**10:00 AM to 3:00 PM

Course Contents

Date	Topic
01.12.2021 to 08.12.2021	Introduction
	ADVANCED COMMUNICATION SKILLS
	VERBAL COMMUNICATION
	GROUP DISCUSSION
	HARD SKILLS
	SOFT SKILLS
	ATTITUDE
	DECISION MAKING
	SENTENCE CORRECTION

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HoD-IT
Dept. of Information Technology
Malla Reddy Engg. College (A)
Maisammaguda-500 100

MALLA REDDY ENGINEERING COLLEGE
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Department of Information Technology

Value Added Course Register Students List

"Soft Skills"

(01/12/2021 TO 08/12/2021)

Sl.No	Roll No	Name
1	18J41A1201	ALAPATI SIDDHARTHA
2	18J41A1202	AMGOTH GANESH NAYAK
3	18J41A1203	APPIREDDY SAI RAM REDDY
4	18J41A1204	BANDARI GANESH
5	18J41A1205	BASU VISHNU VARDHAN REDDY
6	18J41A1206	BEJJANKI VIKAS RAO
7	18J41A1207	BONIGALA HEMANTH KUMAR
8	18J41A1208	CHAMAKURA ACHYUTH REDDY
9	18J41A1209	CHINNARAMAIAHGARI VAISHNAVI
10	18J41A1210	CHINNOLLA SATHVIK REDDY
11	18J41A1212	DHEEMA PRASAD
12	18J41A1213	DIPANKAR MAITI
13	18J41A1215	DUDUKURI VIKAS
14	18J41A1216	ESHA SHARMA
15	18J41A1217	GADDAM AKSHITHA
16	18J41A1218	GADDAM NIHAL REDDY
17	18J41A1219	GAJAWADA ABHINAV
18	18J41A1220	GANDE UJWAL KUMAR
19	18J41A1221	GANGWAR SHREYAN REDDY

20	18J41A1222	GURRALA SUCHARITHA
21	18J41A1223	JAKKANI PRAVALIKA
22	18J41A1224	JANGITI DWARAKAMAI
23	18J41A1225	KACHAM SURYADEV
24	18J41A1226	KANIGIRI SANDEEP KUMAR
25	18J41A1227	KESIREDDY SAMARA SIMHA REDDY
26	18J41A1228	KOMMU PAVAN SAI
27	18J41A1229	M VINAY KUMAR REDDY
28	18J41A1230	MAMMAI BHAVYA
29	18J41A1231	MANNEPALLI VAMSHI
30	18J41A1232	MOLUGU AKSHAYA
31	18J41A1233	MOTHA RAHUL
32	18J41A1234	NARALA ALEKHYA
33	18J41A1235	NEMMANI AKHILESH
34	18J41A1236	NETHIKUNTA SRUSHTIKA
35	18J41A1237	NISSANKARA TARAKA RAMCHAND
36	18J41A1238	P SNEHA MITHRA
37	18J41A1239	PALADI VAISHNAVI
38	18J41A1240	PARSI NITHYA SRI
39	18J41A1241	PASHAM NARAYAN ROHITH REDDY
40	18J41A1242	PATHLAVATH SRINU
41	18J41A1243	PATLURI SRUJAN
42	18J41A1244	PEDDIREDDY PRATHAP
43	18J41A1245	PINNINTI VARUN REDDY
44	18J41A1246	R SAI CHARAN
45	18J41A1247	RAMAGIRI THARUN
46	18J41A1248	REDDY SRINITYA
47	18J41A1249	SABA BEGUM
48	18J41A1251	SUJITH KUMAR SAHU
49	18J41A1252	TANGUTURU VENKATA SAI HARSHIKA
50	18J41A1253	THORRORI MOUNIKA
51	18J41A1254	VALLAPU CHANDRA SHEKAR REVANTH KUMAR
52	18J41A1255	VAMSHI GANGARABOINA

53	18J41A1256	VANAMDAS ABHEESHTA VENKAT
54	18J41A1257	VARADA AKASH
55	18J41A1258	VEMBADI INDHU
56	18J41A1259	YAMSANI BHARGAV
57	18J41A1260	YARRAMSETTY NISHITHA
58	19J45A1201	CH YOGESH CHOWDARY
59	19J45A1202	KUNDELLA SAI PRANAY
60	19J45A1203	MUNIGALA SAIDEEPAK
61	19J45A1204	NAMPALLY ASHISH
62	19J45A1205	NAREDLA MANOJ
63	19J45A1206	TAGARAM PREMTEJA
64	17J41A1208	BIDRE VIKHYATH PATIL
65	17J41A1217	GOURU RAMBABU
66	17J41A1233	MUTTINEI VIJAY KUMAR
67	17J41A1234	NARENDLA SAINITHEESH REDDY
68	17J41A1203	ASHILI NIKHIL KUMAR

HOD-IT

Head
Dept. of Information Technology
Malla Reddy Engg. College (A)
Maisammaguda-500 100.

PRINCIPAL
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(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100

MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

(UGC Autonomous Institution, Affiliated to JNTUH)

Maisammaguda (H), Medchal-Malkajgiri District, Telangana State – 500100

Department of Information Technology

Soft Skills Attendance Sheet

Sl.No	Roll No	Name	01-12-21FN	01-12-21AN	02-12-21FN	02-12-21AN	03-12-21FN	03-12-21AN	04-12-21FN	04-12-21AN	06-12-21FN	06-12-21AN	07-12-21FN	07-12-21AN	08-12-21FN	08-12-21FN
1	18J41A1201	ALAPATI SIDDHARTHA														
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HOD-IT

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Department of Information Technology

Value-Added Course
on
"Soft Skills"

Objective Exam

1. ____ means 'language full of technical or special words. [ ]
A. Colloquialism
B. Abbreviations
C. Pedantic words
D. Jargon

2. In any written piece, the sentences of a paragraph should be woven together in such a way that they flow into each other. This principle is called ____ [ ]
A. Unity
B. Order
C. Conciseness
D. Coherence

3. A ____ is a systematic series of actions or operations of a series of changes directed to some end. [ ]
A. task
B. process
C. activity
D. action

4. Communication is a ____ process in which there is an exchange and chain of ideas towards a mutually acceptable direction. [ ]
A. One-way
B. Two-way
C. Three-way
D. Four-way

5. ____ is defined as the process by which meanings are perceived and understanding is reached among human beings. [ ]
A. Communication
B. Message
C. Statement
D. Language

6. ___ is the use of oral, unwritten words, and is an essential part of interacting with others. [ ]
A. Informal communication
B. Non-verbal communication
C. Verbal communication
D. Formal communication

7. Body language, body posture, and hand gestures are examples of ___ type of communication [ ]
A. Informal communication
B. Non-verbal communication
C. Verbal communication
D. Formal communication

8. ___ communication includes instances of unrestrained communication between people who share a casual rapport with each other
A. Informal
B. Formal
C. Verbal
D. Non-verbal

9. ___ is a system of arbitrary signals, such as voice sounds, gestures, or written symbols. [ ]
A. Interpretation
B. Language
C. Message
D. Media

10. "She did a lot for her son". Here the word 'for' is a ___ [ ]
A. conjunction
B. preposition
C. adjective
D. pronoun

11. Words are classified according to the function they perform in a sentence. These different classes are called ___ [ ]
A. Voices
B. Tenses
C. Synonyms
D. Parts of Speech

12. ___ refers to the communication that is within the organization and is designed to not reach outside the organization [ ]
A. external communication
B. written communication
C. electronic communication
D. internal communication

13. ____ are documents presenting a compilation of facts or a number of options and related conclusions and recommendations [ ]
A. Notice
B. Instructions
C. Remarks
D. Reports

14. The main purpose of ____ is to provide feedback on several areas of organizational functioning. [ ]
A. horizontal communication
B. diagonal communication
C. upward communication
D. downward communication

15. The main objective of ____ is to develop teamwork, and promote group coordination within an organization [ ]
A. horizontal communication
B. diagonal communication
C. downward communication
D. upward communication

16. Organisations use ____ communication to announce Information and provide instructions to subordinates by superiors. [ ]
A. Written
B. Oral
C. Non-verbal
D. Verbal

17. What is a Memo?
A. Memo is a document presenting a compilation of facts or a number of options and related conclusions and recommendations. [ ]
B. A Memo is a formal, written document, the objective of which is to draw attention to something or some event that would take place and is usually displayed on the Notice Board of the organization.
C. Memo is a written statement that provides information by a person or a committee to other people and forms a part of inter – and intra- departmental correspondence.
D. Memos are announcements that are distributed to small or selective groups of people within the organization

18. A holiday is declared in organizations by ____ [ ]
A. a notice
B. a circular
C. a memo
D. an instruction sheet

19. A (n) ____ consists of words (technical or non-technical) with their meaning because it helps the reader to acclimatize with the word used in the report. [ ]

A. appendices
B. bibliography
C. index
D. glossary

20. A ____ is a specific form of writing that is organized around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organization, or findings from a research investigation [ ]
A. Instruction sheet
B. Memo
C. Report
D. Notice

21. Cost-benefit analysis reports are [ ]
A. Business reports
B. General reports
C. Engineering reports
D. Confidential reports

22. Oral Business Presentation skill showcases all of the following except [ ]
A. extent of knowledge
B. logical thinking
C. ethical qualities
D. range of ideas and your confidence

23. A Seminar is ____. [ ]
A. a type of conference
B. a structured meeting with an educational purpose
C. a regularly scheduled appointment
D. a gathering was called to discuss a work issue

24. ____ entails deciphering the written symbols that represent the sounds of a language. [ ]
A. Reading
B. Interpreting
C. Recording
D. Listening

25. Which of the following is NOT the prerequisite for the act of reading and comprehending?[ ]
A. Knowledge of the written symbols of the language
B. Understanding the lexical meaning of the words
C. Ability to interpret the literal, sub textual, and contextual meanings
D. Ability to hear and listen

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Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad.
Telangana State – 500100, www.mrec.ac.in

Department of Information Technology

Value Added Course Certified Students List

"Soft skills"

(01/12/2021 TO 08/12/2021)

Sl.No	Roll No	Name
1	18J41A1201	ALAPATI SIDDHARTHA
2	18J41A1202	AMGOTH GANESH NAYAK
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Certificate

This is to certify that Mr. /Ms. N.MANOJ bearing Roll No 19JA5A1205 has successfully completed Certificate / Value Added Course / Workshop on "SOFT SKILLS TRAINING " conducted by the Department of Information Technology, from 01-12-2021 to 08-12-2021.

COORDINATOR

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Certificate

This is to certify that Mr. /Ms. A.SIDDHARTHA bearing Roll No 18J41A1201 has successfully completed Certificate / Value Added Course / Workshop on "SOFT SKILLS TRAINING " conducted by the Department of Information Technology, from 01-12-2021 to 08-12-2021.

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SCHEMA TECHNOLOGIES

Certificate

This is to certify that Mr. /Ms. D.PRASAD bearing Roll No 18J41A1212 has successfully completed Certificate / Value Added Course / Workshop on "SOFT SKILLS TRAINING " conducted by the Department of Information Technology, from 01-12-2021 to 08-12-2021.

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Certificate

This is to certify that Mr. /Ms. SABA BEGUM bearing Roll No 18J41A1249 has successfully completed Certificate / Value Added Course / Workshop on "SOFT SKILLS TRAINING " conducted by the Department of Information Technology, from 01-12-2021 to 08-12-2021.

COORDINATOR

HOD

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Certificate

This is to certify that Mr. /Ms. Y.BHARGAV bearing Roll No 18J41A1259 has successfully completed Certificate / Value Added Course / Workshop on "SOFT SKILLS TRAINING " conducted by the Department of Information Technology, from 01-12-2021 to 08-12-2021.

COORDINATOR

HOD

Head
Dept. of Information Technology
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Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,
Telangana State – 500100, www.mrec.ac.in

DEPARTMENT OF INFORMATION TECHNOLOGY.

Date: 09.12.2021

Report of Value Added Course on softskills.

A one week program on soft skills was organized by the department of Information Technology for IV years. The resource person of the programme Mr.K.Jeevan Kumar. The quality of life for the students are enhanced by introspect and learn techniques that imbibe ethics and morals to help the students for active and successful participation in a modern society, producing event was coordinated by Mr.G.Satish Kumar, Asst.Professor, IT Department from 1st Dec 2021 to 08th Dec 2021 and 68 students .

After the training programme, the students learned the following,

- The ability to use a rapid feedback loop (REPL, or read-evaluate-print loop). This lets you enter several statements and immediately execute them to see the results.
- Support for both top-down development and more traditional bottom-up development. Easier refactoring and code modifications, because you do not have to change static type declarations throughout the code

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Maisammaguda-500 100.

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DEPARTMENT OF INFORMATION TECHNOLOGY

Title of the Session: Soft skills

Department &Designation: IT

Date of the Session: 1/12/21 - 8/12/21

S.No		Excellent	Very Good	Good	Average
1	The Session Objective were stated clearly and met	✓			
2.	The Workshop was well Organized		✓		
3.	The information and / or skills presented were relevant and useful for Career		✓		
4	The presenter responded to questions effectively?	✓			
5	The overall assessment of the Session		✓		
6	The session content met your Expectations			✓	

Excellent:4 Very Good:3 Good:2 Average:1

Suggestions If any:

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