



**VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI, SPSR NELLORE DT.**

**Certificate Course in
*“Management and Soft Skill”***

Under

**Tata Institute of Social Sciences (TISS) &
Andhrapradesh University Student’ Employability
Skill Development Programme (APUSESD)**

2017-2018

Organized by

Jawahar Knowledge Centre

Visvodaya Govt. Degree College, Venkatagiri

Proceedings of Commissioner of Collegiate Education
Govt. of Andhra Pradesh :: Hyderabad
Present: Smt B. Udaya Lakshmi, IAS

Proc.No.5 / TISS-JKC Programme/AC-10/2015

Dated 25-06-2016

Sub: Collegiate Education – SKILL DEVELOPMENT PROGRAMME IN AP-

TISS employability training Programme through JKC- Guidelines and Instructions to the Principals - Orders issued-Reg.

The Higher Education Department entered into an MoU with TATA Institute of Social Sciences (TISS) to enhance the employability skills of students studying in Govt Degree Colleges in A.P. In this context the department of Collegiate Education intends to start the training programme in seven courses on pilot scale in 100 Govt Degree Colleges from 1st July 2016. Therefore the Principals are instructed to follow the guidelines given below.

- Training shall start from 1st July 2016
- Students of IInd & IIIrd year shall be enrolled for the training programme for Phase –I and after this the I year student may be enrolled for training (Phase-II)
- Each batch should consists of Minimum of 50 students
- Every college should install SKYPE video calling system (Mandate)
- Separate batches should be maintained for JKC regular batch and TISS batch and separate registers should be maintained
- Evaluation and assessment shall be done by TISS only at the end of Programme
- The honorarium for the trainers is fixed as Rs.150/hour
- Attendance for lecturers and students shall be maintained strictly which inturn verified by TISS Zonal officers at every 15 days interval.
- TISS modules should be include in the regular time table of the college
- Services of NGOs, Volunteers may be utilized for the training programme other than regular faculty.
- Faculty who are involved in the training programme can reflect their performance in APIs
- The training material supplied to teachers during ToTs may be used for the training purpose.

The split for training modules for the first year students is as follows:

Semester I (*Communication skills, Digital Literacy, Entrepreneurship YLSP*)

Semester II (*Analytical Skills and Legal Literacy, Financial Literacy*)

- Mentor services must be utilized only for JKC activity and priority must be given to only JKC work
- Special ledger books may be maintained for TISS and JKC training activity
- On-line time table is mandate and should upload regularly in our website
- JKC should develop as INCUBATION CENTRES for students and start-ups may be initiated on the platform.
- Its mandate that all the faculty services shall be utilized for JKC activities
- Continuous reports on each activity shall be maintained as SKILL DEVELOPMENT PROGRAMME is the TOP PRIORITY to the Govt.of AP



Proposal

Promoting Employable Skill Development in Higher Education Institutions in the State of Andhra Pradesh

DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF ANDHRA PRADESH

&

TATA INSTITUTE OF SOCIAL SCIENCES



AUGUST 2015

1. Background:

The State of Andhra Pradesh produces more than 80,000 general graduates (BA, BSc, BCom) every year (appendix 1). However, the employability of University graduates continues to remain weak even while there is an acute shortage of skilled manpower in an increasing number of high demand sectors. According to industry surveys, only 10 per cent of new graduates are considered 'employable'. The vast majority of them not only lack the practical skills and knowledge which industry needs but also the employability skills which will help them in their job search and, subsequently, in the workplace.

Andhra Pradesh Skill Development Mission intends to strengthen the higher education system by incorporating skill oriented courses as part of the curriculum in order to make students employable even before they complete their university education and train them as per the industry standards.

On similar lines of NUSSD (National University Students' Skill Development Programme, a flagship program of TISS), an Andhra Pradesh University Student Employable Skill Development (APUSESD) framework is designed so that the graduating youth acquire job related skills through immersive projects. This would involve college student engagement over three years in a multi stakeholder collaborative model involving NGO's, Universities and Corporate sector.

In this regard, a meeting was held with Higher Education Department, GoAP at TISS (Tata Institute of Social Sciences) campus, Hyderabad on 13th April, 2015 to deliberate on the model, review existing skill development programs in the State, see convergence among various programs, if any and propose a holistic model that addresses some of current issues linked with skill Development and brings in the best practices from all models to set up a robust skill development program in Higher Education Institutions in the State.

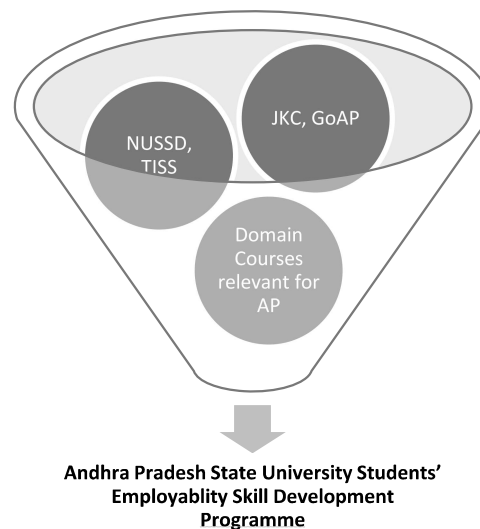
A comprehensive skill development model has been developed that will have the elements of English Communication, Digital/ Computer Skills, Analytical Skills, Financial Literacy, Legal Literacy, Entrepreneurship, Leadership Development and soft skills and also, will add on a specialization in a specific domain skill to make the graduating youth employable. This program will subsume Jawahar Knowledge Centre (JKC) and will bring in some of the best courses and practices from National University Students' Skill Development Programme.

Objective: Enhancing Employability of College Students

To Ensure Significant, Measurable Increase in Employability of students in the University and selected affiliated colleges, wherein students are accredited in Vocational Education; in addition to their University Graduate Degree, through an education mechanism that imparts competencies required to work successfully in a regional and interdependent world.

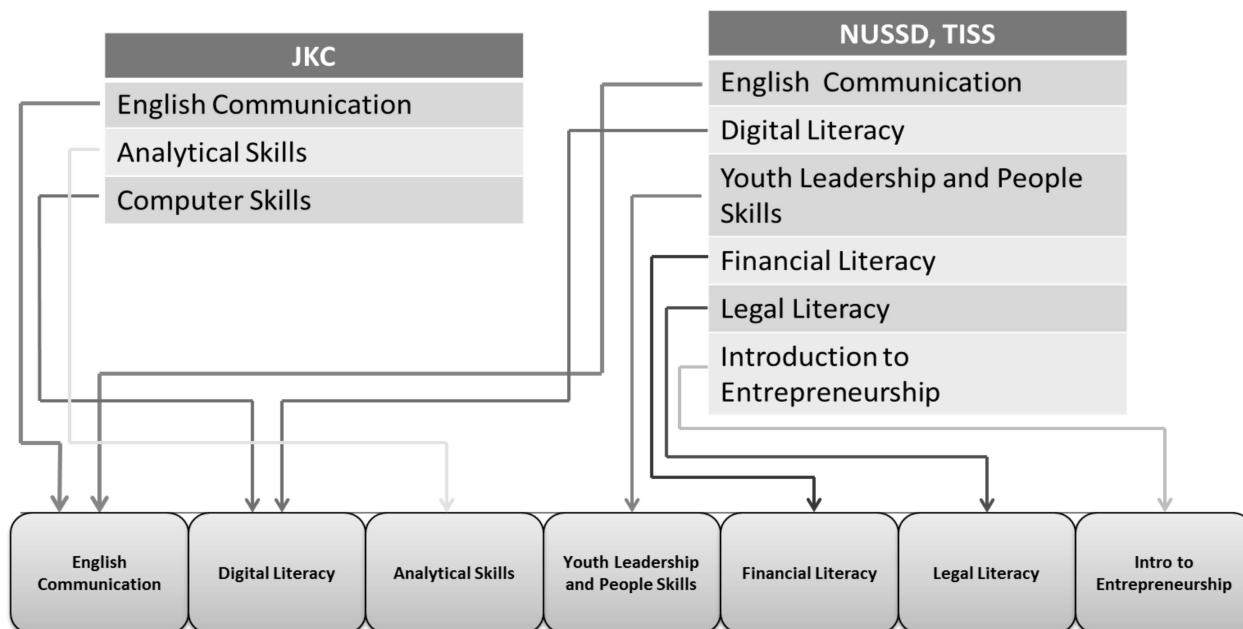
2. Proposed Model – Andhra Pradesh State University Students’ Employability Skill Development Programme (APUSESD)

APUSESD will be a comprehensive Skill development model in the State to be aimed at students in the Colleges and Universities. It will subsume the existing Soft skills and Personality Development Program running in the State through JKC and also, will bring in some of the highly relevant courses from NUSSD, TISS. The program will strive to build the foundation of the students and then will offer a specialised skill in a domain of high growth or emerging sector to make the youth employable in that sector.



3.1 Building Foundation Skills:

APUSESD will have a set of Foundation Courses that will be offered to the students in the first year of their graduations. The foundation package will be created by leveraging the existing courses of JKC and NUSSD. The appropriate number of hours and credits will be decided and agreed up with relevant stakeholders including the Vice-Chancellors, Principals of participating institutions.



APUSESD would have the following courses that are highly relevant for students to become employable.

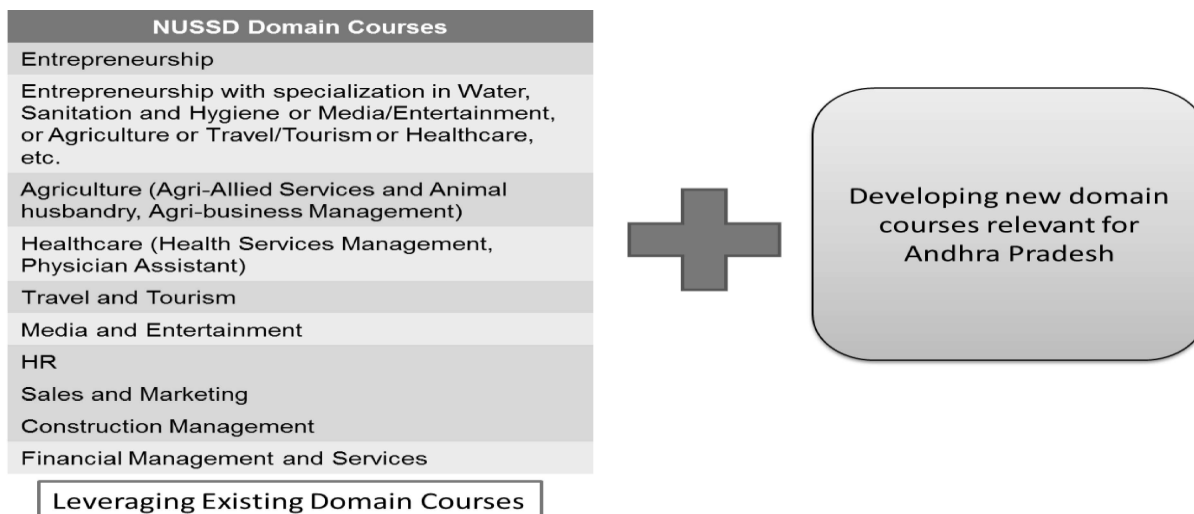
1. **English Communication:** Communication is the key differentiator in today's job market. Any "Good" job in India or elsewhere needs good communication skills preferably in a language widely spoken and understood worldwide and this language happens to be English. English Communication has become the language of the world. More importantly, the rise of Service industry in India has made it an imperative to prepare a workforce that is very well conversant in English. The APUSESD English Communication Course will enable students to understand and respond to spoken language, learn how to speak fluently and use appropriate expressions, read and comprehend different kinds of texts for different purposes and write coherently and effectively in formal and informal contexts.
2. **Digital Literacy or Computer Skills:** Nowadays, it is important for students to have basic knowledge about Computers and Information Technology (IT) because computers are used practically everywhere. It happens very often that employers hire people who are able to use PCs and may reject those who don't have at least basic computer skills. As a result, it is becoming more and more significant especially for students who study and work to develop their capability in using computer technologies. APUSESD intervention will provide the students with meaningful opportunities to interact with the digital medium and acquire skills that prove them employable.
3. **Analytical Skills:** Student's ability to examine information or a situation in detail in order to identify key or important elements, their strengths and weaknesses and use these to compile a persuasive argument, make recommendations or solve a problem is highly valued by the employers. Therefore, it is important to

develop analytical skills in students so that they could respond to day-to-day challenges at workplace or elsewhere.

4. **Youth Leadership and People Skills:** Knowing that our youth are soon to enter the world of work, the two threads that weave the different topics together are firstly the notion of self and agency, upholding dignity of self and others; and secondly, embodying values for fairness and their action in future. Overall, the Youth Leadership and People Skills (YLPS) Course will take the student on a journey of self-discovery, awareness of one's own power and agency while simultaneously valuing diversity, becoming aware of what one does and the results that come forth, and to solve problems in an interdependent and systemic manner.
5. **Financial Literacy:** Financial Literacy is the ability or understanding to make informed judgments about money or financial services that are suited to one's needs. Giving knowledge inputs on finance and financial products is the key to helping people make informed decisions. It is well established that there is a direct correlation between people who have low levels of literacy and financial difficulties they face. So, increasing literacy and numeracy is important in making people understand financial products / services.
6. **Legal Literacy:** It is important to empower citizens through education. Legal literacy is a short course that is useful in developing a basic understanding of the Indian legal system and laws, as would apply to an ordinary person. It is extremely important in empowering the students with basic rights and enlisting their involvement in ensuring rule of law and good governance
7. **Introduction to Entrepreneurship:** This is an introductory module designed for all the students. This course provides an opportunity for the students to appreciate and understand the core of entrepreneurship. The topics covered include: understanding of the self, goal setting, working in team, and key process in entrepreneurship. The core process in entrepreneurship and an individual's journey to entrepreneurship/decision to become an entrepreneur is introduced by creating an environment of experiential learning through games, role plays and field works. Using contextual materials and proven methods, the students learn the core elements in entrepreneurship and how entrepreneurs think and act.

3.2 Building Domain / Specialized Skills:

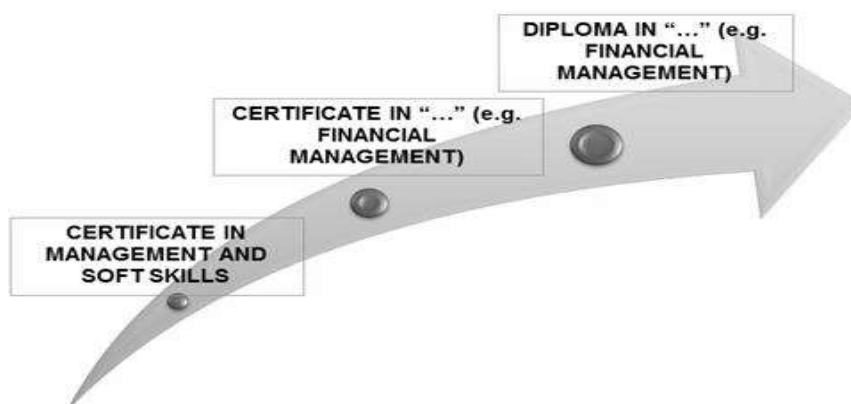
APUSESD will have a pool of domain courses to be offered to the students. It will leverage the existing NUSSD, TISS Domain courses. **New Training Partners who have expertise in new market domains will be enrolled and will be responsible for implementation of Domain Courses.** The target would be to develop courses for high growth and emerging sectors so that graduating youth can get jobs post their Bachelor's degree.



Learning / Skill Development Outcomes and Path

The APUSESD Vocational Education courses will build on the existing University Structures and add elements to enhance employability and build capacity to respond to key regional challenges and opportunities for sustained employment and well-being.

The courses will have an integrated framework that pedagogically links academic course content, skill training and application as a “credit-bearing educational experience”. In addition to imparting skills required for mastery and expertise in a vocation, the courses will also foster inner capacities of students, inculcating within them values of civic responsibility; build their competencies to work effectively in complex, inter-related environments, and prepare them to engage in meaningful work that brings out their full potential.



During the three year graduation period, students can earn a:

- Certificate in Management and Soft Skills- On Completion of 1st Year
- Certificate in Domain- On completion of 2nd Year
- Diploma- On completion of 3rd Year

The Certificate programme and the diploma provided by TISS for this programme is approved by the Academic Council of TISS and is highly recognized by the industry. Many students have got jobs based on certification by TISS.

3. Implementation Plan

The program will be implemented in two phases:

Phase 1: Knowledge Sharing and Leadership Development (KSLD) Program for College Teachers, Establish Systems and Frameworks, Preparing for Launch

Period: July 2015 – August 2015

- 4 Teachers from each selected college will be identified to participate in KSLD program. Vice chancellors of the universities will be responsible for identification of experienced, qualified and committed teachers from the colleges under their jurisdiction for this programme
- It is envisaged that those teachers who successfully complete the said program will anchor and teach few Foundation Courses in the APUSESD program in the colleges
- Pre-Launch preparation to roll out APUSESD program from coming Academic year 2015-16 will be made during this phase.
- Incentives for the trainers for teaching these courses may be appropriately decided by the GoAP.

Phase 2: NUSSD Implementation

Period: August 2015 – April 2018 and thereafter

- APUSESD Program will be implemented in identified Government and /or aided colleges in Andhra Pradesh. This involves enrolment of students, counselling /aptitude test, scheduling the classes, assessment & evaluation, certification and placement.



SN	Name of the Activity	Responsibility	Comments
1	Counselling and Aptitude Test	College	TISS will help develop tools and methodologies to do the Counselling and aptitude test
2	Enrolment	College	TISS will help develop an MIS to manage data
3	Train the trainers Programmes	College will identify trainers	TISS will shortlist, conduct Train the Trainers Programme and certify trainers
4	Training	College	TISS will support and provide with programme management tools
5	Monitoring and Review	TISS and Department of Higher Education, GoAP	A steering Committee will be formed to review the program periodically. The members of the committee and the periodicity of meetings will be decided in consultation with GoAP The Program management cell will be set up in Hyderabad and at different cluster locations to monitor the program
6	Assessment and Certification	TISS	A pool of assessors and invigilators will be empaneled in the State
7	Placement/ Job Fair	College	TISS will facilitate in setting up placement cell and train the placement Coordinators

About the Course

Name of the Course	“ Management & Soft Skills Programme ” under the TISS - APUSESD Employability training Programme
Duration	270 Hours
Organized by	Jawahar Knowledge Centre
No. of students Registered	54
No. of students completed the course	23
Resource persons	Dr. Koteswara Rao (Lecturer in English), Dr. U. Narasimhulu (Lecturer in Commerce), Sri. Girish (JKC Mentor)
Class Timings	Morning 9 AM to 10 AM & Evening 5 PM to 6 PM

Syllabus

S.No	Title	Allotted Hours
1.	English Communication	60
2.	Financial Literacy	45
3.	Analytical Skills	45
4.	Youth Leadership & People Skills	30
5.	Digital Literacy	45
6.	Social Entrepreneurship	45
Total Hours		270


Principal (FAC)
Visvodaya Government Degree College
VENKATAGIRI,
SPSR Nellore Dist-524 132

List of Students completed the Course

S.No	Name of the student	Course
1.	Penubaku.Raga Swetha	B.Sc (BZC)
2.	Dhara.Veerabhadraiah	B.Sc (BZC)
3.	Manda. Munieswaraiah	B.Sc (BZC)
4.	Cherukuru. Hema Prathyusha	B.Sc (BZC)
5.	Pujari.Divya	B.Sc (BZC)
6.	Puthalath.Kavitha	B.Sc (BZC)
7.	Patnam.Indira	B.Sc (BZC)
8.	Vamitiparthi.Suneetha	B. Sc (MPC)
9.	Shaik.Fazil	B. Sc (MPC)
10.	Peddiboyina.Yugesh	B. Sc (MPC)
11.	Bandepalli.Vanisri	B.Sc (BZC)
12.	Petluru.Ashok	B.Sc (MPCS)
13.	D Vara Prasad	B.Sc (MPCS)
14.	D Hymavathi	B.Sc (MPCS)
15.	J Nagarathnamma	B.Sc (MPCS)
16.	K Sujana	B.Sc (MPCS)
17.	K Bhargav	B.Sc (MPCS)
18.	P Madhavi	B.Sc (MPCS)
19.	P Rajani	B.Sc (MPCS)
20.	S Lokesh	B.Sc (MPCS)
21.	A Mahesh	B.Sc (MPCS)
22.	B Saranya	B.Sc (MPCS)
23.	Ch Chinna Srinivasulu	B.Sc (MPCS)


Principal (FAC)
Visvodaya Government Degree College
VENKATAGIRI,
SPSR Nellore Dist-524 132

Attendance

Feb
February
సంవత్సరము 2017


Pupils Attendance Register

విల్లల హాజరుపట్టి

రోజుల సంఖ్య
వరుస పేజీలు

1		2		3		4		5		6		7		8				
క్ర. సం.	పేరు	వారము												ప్రజ్ఞాపిత దినములు		ఇతర వి.	గమనికలు	
		1	2	3	4	5	6	7	8	9	10	11	12	రాజు	తాత			
1	V. Suneetha	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
2	P. Indira	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
3	D. Himavathi	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
4	K. Sujana	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
5	P. Sneha	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
6	P. Kavitha	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
7	B. Saranya	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
8	P. Divya	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
9	C. Hema Prathyusha	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
10	A. Sreelatha	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
11	K. Parasuram	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
12	P. Yugesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
13	P. Ashok	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
14	M. Muneeswariiah	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
15	K. Sreenivasulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
16	D. Veena Bhadrachai	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
17	A. Ramesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
18	P. Madhavi	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
19	A. Sai Tejaswini	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
20	P. Mauli	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
21	P. Rajani	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
22	T. Nagaratharamma	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
23	S. Hanri Krishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
24	P. Raga Sueltha	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
25	A. Mahesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
26	A. Varasi	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
27	S. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
28	K. Venkata Vara Prasad	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
29	K. Mohan Sai	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
30	K. Bhargava	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
31	P. Gopi	/	/	/	/	/	/	/	/	/	/	/	/	/	/			

ఉదయము పాఠం : తాగు తాటలు
 ప్రాంతములను నమకం
 సాయంత్రం పాఠం : తాగు తాటలు
 ఉపాధ్యాయుని నమకం

పాఠశాల పాఠశాల దినములు 12

 ఇతర చిహ్నం
 హాజరు పట్టి

Gupta's

మే February
సంవత్సరము 2017

Pupils Attendance Register

క్ర. సం. / పేరు	రుజువు											
	1	2	3	4	5	6	7	8	9	10	11	12
32. N. Cherchiah	/	/			/	/	/	/			/	/
33. S. Cherchu Priya		/			/	/	/				/	/
34. P. Kamala	/	/			/	/	/				/	/
35. G. Anil Kumar	/	/			/	/	/				/	/
36. G. Eswaramma	/	/			/	/	/				/	/
37. P. Guru Prakash	/	/			/	/	/				/	/
38. O. Laxey	/	/			/	/	/				/	/
39. St. Noruddin Khadri	/	/			/	/	/				/	/
40. K. Raj Kumar	/	/			/	/	/				/	/
41. M. Thulasi	/	/			/	/	/				/	/
42. T. Vejaya	/	/			/	/	/				/	/
43. S. Vinay Kumar	/	/			/	/	/				/	/
44. K. Yamini	/	/			/	/	/				/	/
45. B. Vasish	/	/			/	/	/				/	/
46. P. Padma	/	/			/	/	/				/	/
47. Chitti china Srinivasulu	/	/			/	/	/				/	/
48. S.K. Fazil	/	/			/	/	/				/	/
50. S. Hemant	/	/			/	/	/				/	/
51. P. Yuseph	/	/			/	/	/				/	/
52. Duvvuru Venkatesh	/	/			/	/	/				/	/
53. N. Hemant Raj Kumar	/	/			/	/	/				/	/
54. S. Lokesh	/	/			/	/	/				/	/

ఇరువండు పేజీలు: తొలుతు చాలితులు
 విద్యార్థుల సంఖ్య
 పాఠశాల పేరు: తొలుతు చాలితులు
 (విద్యార్థుల సంఖ్య)

పిల్లల హాజరుపట్టి

రోజు సంఖ్య తరగతి
 పేరు పేరు స్థలం

క్ర. సం.	రుజువు											విద్యార్థుల సంఖ్య		
	1	2	3	4	5	6	7	8	9	10	11	12	తొలుతు	చాలితులు
1	/	/			/	/	/				/	/		
2	/	/			/	/	/				/	/		
3	/	/			/	/	/				/	/		
4	/	/			/	/	/				/	/		
5	/	/			/	/	/				/	/		
6	/	/			/	/	/				/	/		
7	/	/			/	/	/				/	/		
8	/	/			/	/	/				/	/		
9	/	/			/	/	/				/	/		
10	/	/			/	/	/				/	/		
11	/	/			/	/	/				/	/		
12	/	/			/	/	/				/	/		

విద్యార్థుల సంఖ్య 12
 తొలుతు
 చాలితులు

Certificate

19

टाटा सामाजिक विज्ञान संस्थान
Tata Institute of Social Sciences



17th September 2019

To

The Principal
Visvodaya Govt. Degree College
Kanigiri - Tirupati Rd,
Venkatagiri,
SPSR Nellore(Dt.)
Andhra Pradesh 524132.

46
2-11-2019

Dear Sir/Madam

Sub: TISS - JKC Foundation Courses - Participation Certificates (2016-17 and 2017-18)

Greetings!

As you are aware, TISS in collaboration with the JKC had implemented the APUSESD programme in your college during the academic years 2016-17 and 2017-18. Assessments for the degree students in the senior batches were conducted during April-May of 2017 and 2018. The results have been shared with the CCE, Government of Andhra Pradesh during October 2018. Upon due suggestion of the Principal Secretary, Higher Education, that all students who have participated in the course and have taken the final exam, be provided participation certificates, I have enclosed the Participation Certificate for students of your college.

We sincerely appreciate you and your team's time and efforts in the implementation of the project in your college.

We would much appreciate it if you can handover these Certificates to the students. Kindly send in an email acknowledging the receipt of this package to the email id- lakshmi.lingam@gmail.com

Thanks & Regards

Prof. Lakshmi Lingam
Project Director,
APUSESD programme.

डाक पेटी क्रमांक 8313
देवनार, मुंबई 400 088
Post Box No 8313
Deonar, Mumbai 400 088

दूरभाष Telephone : 022 2552 5000
फैक्स Fax : 91 22 2552 5050
वेबसाइट Website : www.tiss.edu

A Deemed University established under
Section 3 of the UGC Act, 1956, vide
Notification No. F11-22/62-U2, dated
29th April, 1964, of the Government of
India, Ministry of Education



Tata Institute of Social Sciences

Andhra Pradesh University Students' Employability Skill Development Programme

Certificate

This is to certify that

Ms. J NAGARATHNAMMA

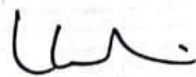
from Visvodaya Government Degree College, Venkatagiri

Vikrama Simhapuri University, Nellore

has successfully completed

Certificate in Management and Soft Skills

Academic Year 2017-18


Project Director
APUSESD




Director
TISS

Photo gallery



S. Saikeerthi
Principal (FAC)
Visvodaya Government Degree College
VENKATAGIRI,
SPSR Nellore Dist-524 132