



**Summary Report & Outcome of
Certificate Courses for the Year
2017-2018**

Summary Report & Outcome of Certificate course in Soft Skills

VISVODAYA GOVERNMENT DEGREE COLLEGE

(Accredited by NAAC with B Grade)

VENKATAGIRI, SPSR NELLORE (Dt.) - 524132



CERTIFICATE COURSE IN SOFT SKILLS

25-10-2017 to 04-12-2017

DEPARTMENT OF ENGLISH

DEPARTMENT MEETING & RESOLUTIONS

The lecturers of the department of English met at English Language Lab on 20 October 2017 at 4 PM and passed the following resolutions:

1. It is decided to conduct a 30-hour certificate course in “*Soft Skills*” for the first year students.
2. A detailed schedule of the course is prepared.
3. Syllabus for the course is to be designed in 3 days.
4. The classes to be conducted from 25-10-2017 to 04-12-2017.
5. The classes will be held between 4.00 and 5.00 p.m. every evening.
6. It is decided to take the attendance in every session.
7. A test is to be conducted at the end of the course to issue the certificates.

The above resolutions are discussed with the principal on 21-10-2017 and his permission is obtained to run the course. The suggestions of the principal are also to be included in the resolutions.



Lecturer



Course Coordinator



Principal
PRINCIPAL

Visvodaya Govt. Degree College
Venkatagiri - 524132



About the Course:

Title of the Course	Certificate Course in “Soft Skills”
Duration	30 Hours
Conducted by	English department
No. of Students Enrolled	30
Course Coordinator	Dr. Y. Malyadri
Resource Person	Dr. Y. Malyadri

Objectives of the course:

The following are the objectives of the course

- ❖ To inculcate the good soft skills among the learners.
- ❖ To give ample scope for building positive attitude and imbibing desirable etiquette among the students.
- ❖ To enable them to acquire desirable body language.
- ❖ To build positive attitude.
- ❖ To imbibe proper etiquette among the students.
- ❖ To create effective team workmanship and leadership qualities.
- ❖ To make them aware of themselves by teaching SWOC analysis.

Learning outcomes of the course

By the completion of the course student will be able to

- ❖ Understand the importance of communication skills in personal and professional environment.
- ❖ Improve communication skills.
- ❖ Enhance English speaking abilities.
- ❖ Speak English with fluency and confidence in day to day to life.
- ❖ Build leadership qualities.
- ❖ Develop decision making skills.
- ❖ Cultivate good body language.



S. Saihaha
Principal (FAC)
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SPSR Nellore Dist-524 132

21-10-2017

CIRCULAR

Department of English

It is hereby informed to all the first year students that the department of English is going to organize a certificate course in "*Soft Skills*" from 25-10-2017. The course is for 30 hours and the classes will be held on working days. Certificates are issued to all regular participants. Interested candidates can enroll your names at English department.


Course Coordinator




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

Assessment:

At the end of the course, an assessment test was carried out through Multiple Choice Questions. A total of 25 questions were asked and each correct answer carried 01 marks. The minimum mark for awarding a certificate was 15.

Marks of the end exam

S.No.	Name of the Student	Marks
1.	A. Naresh	22
2.	S. Sai Kumar	23
3.	K. Venkata Krishna	21
4.	N. Sudheer	18
5.	Sd. Izaz Ahmed	24
6.	P. Balu	23
7.	S. Sivaiah	21
8.	R. Venkateswarlu	17
9.	A. Keerthi	19
10.	B. Thanuja	21
11.	N. Neelanjali	22
12.	K. Jyothi	23
13.	Sk. Haseena	22
14.	B. Naveen Kumar	21
15.	T. Santhi	18
16.	R. Swathi	17
17.	N. Swathi	22
18.	Y. Mounika	24
19.	S. Mahendra	21
20.	V. Jaya Lakshmi	20
21.	A. Balaji	17
22.	Ch. Pavan Kalyan	18
23.	K. Suneel Kumar	20
24.	Y. Maheswari	19
25.	P. Subrahmanyam	21
26.	K. Manorama	22
27.	G. Niharitha	19
28.	G. Sai Lalitha	21
29.	Ch. Dinesh	23
30.	A. Mahesh	22



S. Sai Kumar
Principal (FAC)
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Photo Gallery



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

**Summary Report & Outcome of TISS –Certificate Course in Management
and Soft Skills**



**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.

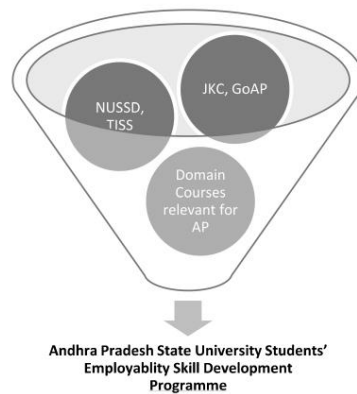
A comprehensive skill development model has been developed that will have the elements of English Communication, Digital/ Computer Skills, Analytical Skills, Financial Literacy, Legal Literacy, Entrepreneurship, Leadership Development and soft skills and also, will add on a specialization in a specific 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.

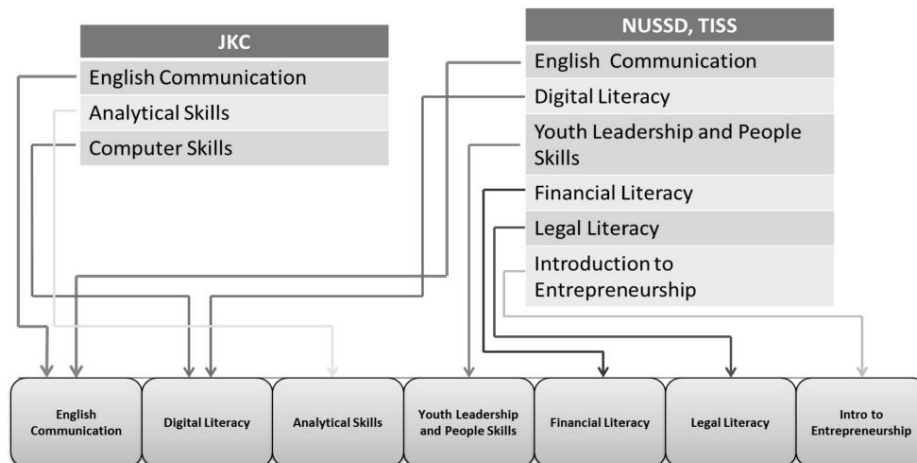
2. Proposed Model – Andhra Pradesh State University Students’ Employability Skill Development Programme (APUSESD)

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.

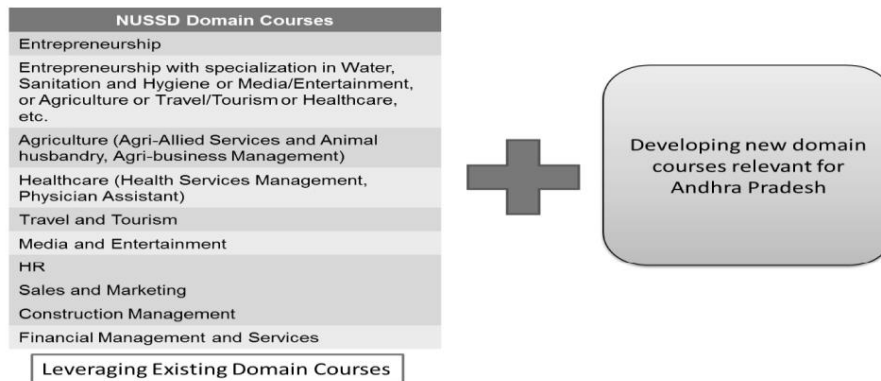
1. **English Communication:** Communication is the key differentiator in today's job market. Any "Good" job in India or elsewhere needs good communication skills preferably in a language widely spoken and understood worldwide and this language happens to be English. English Communication has become the 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:

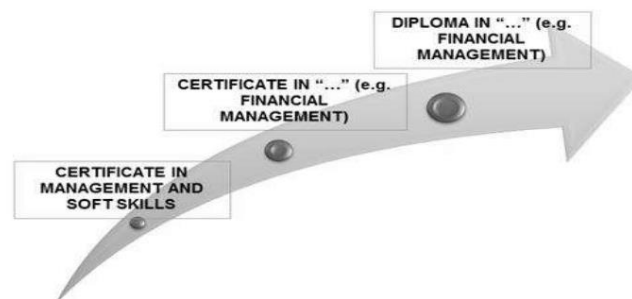
APUSESD will have a pool of domain courses to be offered to the students. It will leverage the existing NUSSD, TISS Domain courses. **New Training Partners who have expertise in new market domains will be enrolled and will be responsible for implementation of Domain Courses.** The target would be to 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

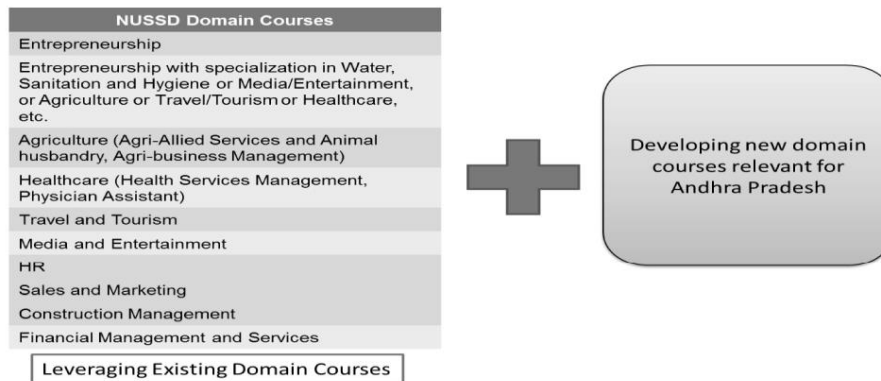
The APUSESD Vocational Education courses will build on the existing University Structures and add elements to enhance employability and build capacity to respond to key regional challenges and opportunities for sustained employment and well-being.

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:

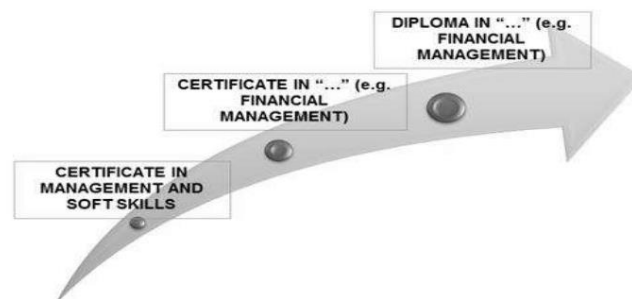
- Certificate in Management and Soft Skills- On Completion of 1st Year
- Certificate in Domain- On completion of 2nd Year
- Diploma- On completion of 3rd Year



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

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

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Photo gallery



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SPSR Nellore Dist-524 132

TISS – Certificate Course in “Management and Soft Skill”

Course outcomes:

After completion of the course students will be able to acquire:

- ❖ 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.



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**VISVODAYA GOVERNMENT DEGREE
COLLEGE
VENKATAGIRI : : SPSR NELLORE**

**CERTIFICATE COURSE IN
HUMAN RIGHTS**

**DEPT OF POLITICAL
SCIENCE**

2017-18

VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI:: SPSR NELLORE

Dept of Political Science

Venkatagiri
17-08-2017

The Department of Political Science announces a Certificate Course in 'Human Rights' for the students of this College for the academic year 2017-18.

This course intends to promote awareness on Human Rights. Knowledge of human rights is useful for making ourselves aware of our rights and professionally useful for working in Non-Government Organisations that work for human rights.

Interested students of all groups are requested to enrol in the course. The course commences on 25 August 2017.


Course Coordinator
(BEERA CURIE)

To,
All Departments for circulation








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



Introduction:

'Human Rights' is an important emerging area in social sciences. Human rights are transcendental and transformational in nature. And, rights are quintessential to promote and sustain *humaneness* among human beings. Post- Liberalization era has been witnessing the commodification of every aspect of the humans. In this context, there is a dire need to bring in awareness of Human Rights.

The Department of Political Science, Visvodaya Government Degree College, Venkatagiri, offers a 42-hour Certificate course on Human Rights, which is mainly intended for undergraduate students who have a concern for the rights and values of society in general.

Objectives:

1. To sensitize the student community about various rights and their violations.
2. To promote awareness, conviction and commitment to rights for improving the quality of life.
3. To reshape the youth to be responsible citizens.

Benefits:

1. The learner can better understand the social reality.
2. Empathy towards the marginalized sections of society can be nurtured.
3. Provides motivation for the learner to pursue research in this area.
4. Socially responsible learners will get a theoretical foundation to enhance their activism.
5. Can associate with NGOs to do social work.

Learning outcomes:

After completion the course student will be able to:

- ❖ Acquire conceptual clarity and develop respect for Human Rights.
- ❖ Know the evolution of human rights.
- ❖ Understand the core principles of human rights philosophy.
- ❖ Recognize the importance of various important human rights documents.
- ❖ Identify how different human rights are protected.

S. Saikumar
Principal (FAC)

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Assessment:

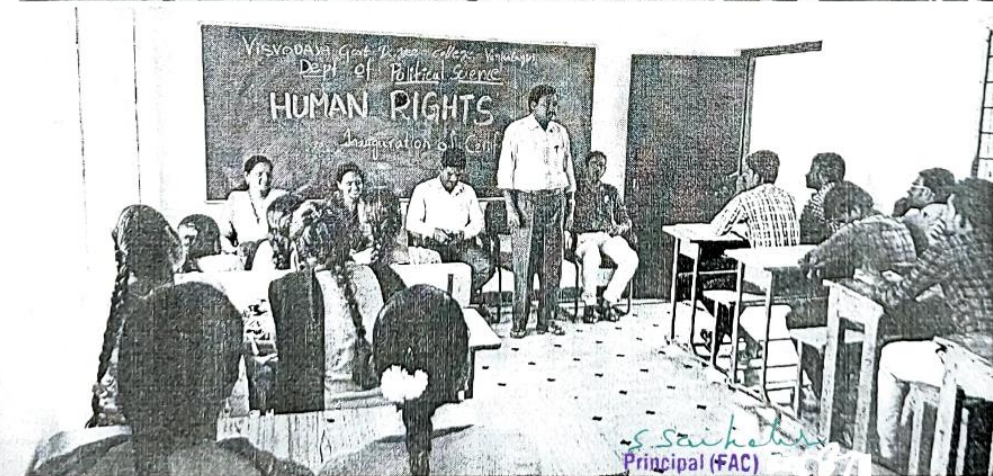
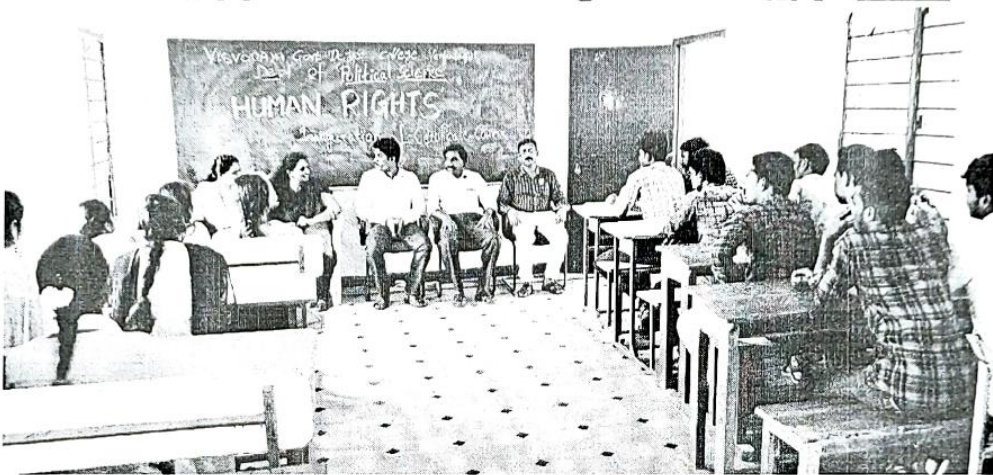
Summative assessment was done through Multiple Choice Questions. A total 25 of number questions were asked; each correct answer carried 1 mark. The minimum score for awarding a certificate was 15.

Marks Sheet

S.No	Name of the Student	Group	Marks
1.	K. Ankaiah	I BA HEP	25
2.	P. Anitha	II BA HEP	25
3.	Arava Mahesh	I BA HEP	24
4.	Pusala Sreedhar	I BA HEP	24
5.	B. Sumanjali	I BSC BZC	23
6.	K. Venkataramanaiah	I BSC MPCs	23
7.	Veera Jayalakshmi	I BSC MPC	22
8.	M. Mounika	I BA HEP	22
9.	Pallipati Subramanyam	I BSC MPC	22
10.	SudarasiMahendra	I BSC MPC	21
11.	Muppalla Meghamala	I BSC BZC	21
12.	Y. Malleswari	I BSC BZC	20
13.	Syed Izaz Ahmad	I BCom	20
14.	AnamalaBalaji	I BSC MPC	20
15.	K. Mamatha	I BSC BZC	19

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S. Sankar
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