

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA

(NAAC Accredited with B Grade Cycle-3)

(Affiliated to Adikavi Nannayya University)



Career Guidance Cell

Activities 2023-2024

S. No	Date	Title of the Activity	No of students benefited
1	17/11/2023	How to Ace life and prepare for competitive Exams	89
2	12/12/2023	Awareness programme on CA and CMA	42
3	20 /03/2024 to 23/04/2024	One month workshop on soft Skills in collaboration with Unnati foundation	50
4	09/07/2024 to 18/08/2024	One month workshop on soft Skills in collaboration with Unnati foundation	30
5	08/08/2024	Civil Services orientation Programme	85
6	20/08/2024 to 30/09/2024	30 day soft Skills training Programme	30

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Career Guidance Cell



Report on

How to Ace life and prepare for competitive Exams

17/11/2023

A.S.D Government Degree College For Women (A)

Career Guidance Cell

Date	17/11/2023
Conducted through (DRC\JKC\ELF\NCC\NSS\Department etc..)	Career Guidance cell
Nature of Activity (seminar\workshop\Extn. Lecture etc...)	Career Guidance Program
Title of the Activity	How to Ace life and prepare for competitive Exams
Name of the Department\committee	Career Guidance cell , Department of physics
Details of Resource Persons (Name, Designation etc..)	Kalyan Medisetti
No. of students participated	89
Brief Report on the Activity	On November 17, 2023, Kalyan Medisetti, a civil services coach, delivered a guest lecture organized by the Career Guidance Cell and Jawahar Knowledge Center. He discussed effective exam preparation strategies, time management, stress reduction, and the importance of maintaining a balanced life. Students gained valuable insights on acing both exams and life.
Name Of The Lecturer Who Planned & Conducted The Activity	1.G. Pavani Devi, Lecturer in Economics and Convenor Career Guidance Cell. 2. Dr.B. Suryana Narayana Devara, Lecturer in Physics
Signature of the Dept. in charge\convener of the committee	
Signature of the principal	
Remarks	Students actively participated in this Programme.



Kalyan Medistti Sir addressing the students on Preparing for competitive Exams.

Report on Guest Lecture: "How to Ace Life and Prepare for Competitive Exams" by Kalyan Mediseti, Civil Service Coach

Date: 17/11/2023

Organized by: Career Guidance Cell and Jawahar Knowledge Center

Venue: Seminar Hall

Guest Speaker: Kalyan Mediseti, Civil Service Coach

Introduction

On November 17, 2023, the Career Guidance Cell and Jawahar Knowledge Center of [Institution Name] organized an enlightening guest lecture titled "*How to Ace Life and Prepare for Competitive Exams*", delivered by Kalyan Mediseti, a renowned Civil Services Coach. The lecture was designed to inspire and guide students preparing for competitive exams, particularly focusing on the holistic approach to acing life while preparing for the rigorous demands of exams like civil services, group services, and other government-related tests.

Objective of the Lecture

The primary goal of the lecture was to motivate students to adopt a balanced and effective strategy for competitive exam preparation. Kalyan Mediseti shared his expertise in preparing students not just for exams but for life beyond them, emphasizing that the right mindset, lifestyle, and approach to learning are integral to success in both exams and personal development.

Key Highlights of the Lecture

1. The Importance of Mindset

Kalyan Mediseti began the lecture by stressing the importance of cultivating a positive and growth-oriented mindset. According to him, competitive exams are as much a test of mental resilience as they are of academic knowledge. He encouraged students to view challenges and setbacks as opportunities to learn and improve. He emphasized that students should develop mental toughness and focus on overcoming obstacles with persistence.

2. Effective Time Management and Study Techniques

One of the key takeaways from the lecture was the need for smart time management. Mediseti elaborated on how students can optimize their study schedules by:

- Creating a well-structured study plan with clear goals and milestones.
- Prioritizing subjects and topics based on exam syllabi and personal strengths.
- Balancing study with regular breaks to maintain focus and prevent burnout.

He also recommended adopting a mix of active learning methods, such as solving mock papers, taking regular practice tests, and revising consistently. Mediseti stressed that rote memorization should be avoided, and understanding concepts should take precedence.

3. Balancing Life and Exam Preparation

Medisetti highlighted that students often overlook the importance of a balanced life during exam preparation. He advised students to integrate physical activity, hobbies, and social interaction into their schedules to reduce stress and maintain mental well-being. According to him, a healthy body and mind are essential to stay focused and perform well in exams.

He also emphasized that students should set realistic expectations for themselves. The lecture included insights on managing expectations, handling failure, and staying motivated throughout the preparation process.

4. Overcoming Procrastination and Maintaining Consistency

Kalyan Medisetti addressed the common issue of procrastination among students preparing for competitive exams. He advised students to break their tasks into manageable chunks and commit to achieving small goals each day. He explained how a consistent approach, even if the progress seems slow, eventually leads to substantial results.

He further discussed the importance of accountability, recommending that students regularly assess their progress and stay motivated through periodic goal-setting.

5. Stress Management and Mental Health

The lecture also focused on how to deal with the stress that often accompanies exam preparation. Medisetti discussed mindfulness techniques, meditation, and breathing exercises to help students remain calm under pressure. He also emphasized the importance of maintaining a strong support system, including friends, family, and mentors, who can provide encouragement and help alleviate stress.

6. The Role of Mentorship and Continuous Learning

Medisetti stressed that mentorship plays a vital role in shaping a successful exam preparation journey. He encouraged students to seek guidance from mentors who have successfully cleared competitive exams, as they can offer valuable tips, resources, and moral support. Additionally, he suggested students continue learning even after exams, as personal growth and development are a lifelong pursuit.

7. Real-Life Success Stories

To inspire the students, Medisetti shared success stories of past students who had successfully cleared competitive exams, demonstrating how a balanced approach to life and studies contributed to their success. He illustrated how adopting the right mindset and preparation strategies made all the difference in achieving their goals.

Conclusion

The lecture concluded with a Q&A session, where students asked insightful questions regarding exam preparation strategies, time management, and how to stay motivated during difficult times. Kalyan Medisetti offered practical advice and reassured the students that

success in competitive exams requires perseverance, patience, and a well-rounded approach to life.

Students left the session feeling motivated, empowered, and equipped with practical strategies for preparing for competitive exams while also taking care of their overall well-being. The interactive and engaging session offered invaluable insights, inspiring students to pursue their goals with dedication and a clear, focused mindset.

Acknowledgements

The Career Guidance Cell and Jawahar Knowledge Center thanked Kalyan Mediseti for his time and expertise in delivering such an impactful lecture. The session was well-received by the students, and the organizing committee expressed gratitude to all those involved in making the event a success. The event concluded with a vote of thanks and an invitation for students to attend future sessions on career guidance and exam preparation.

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Career Guidance Cell



Report on

Career guidance awareness on CA & CMA

12/12/2023

A.S.D Government Degree College For Women (A)

Career Guidance Cell

Date	12/12/2023
Conducted through (DRC\JKC\ELF\NCC\NSS\Department etc..)	Career Guidance cell
Nature of Activity (seminar\workshop\Extn. Lecture etc...)	Career Guidance Program
Title of the Activity	Career guidance awareness on CA & CMA
Name of the Department\committee	Career Guidance cell , Department of Economics and commerece
Details of Resource Persons (Name, Designation etc..)	<ol style="list-style-type: none"> 1. P. Phaneendhra: 2. G. Venkatesh Yadav from Sri Medha Academy
No. of students participated	42
Brief Report on the Activity	The Department of Economics conducted a career guidance awareness program focusing on Chartered Accountancy (CA) and Cost and Management Accountancy (CMA). The event aimed to provide students with valuable insights into these professional paths within the field of finance and accounting
Name Of The Lecturer Who Planned& Conducted The Activity	<ol style="list-style-type: none"> 1.G. Pavani Devi, Lecturer in Economics and Convenor Career Guidance Cell. 2. Dr. K. Yamuna , Lecturer in Economics
Signature of the Dept. in charge\convener of the committee	
Signature of the principal	
Remarks	Students actively participated in this Programme.





The speaker **G. Venkatesh Yadav** Sharing valuable insights into the challenges and rewards of pursuing CA and CMA careers.

Career Guidance Awareness Report: CA & CMA

Date: December 12, 2023

Organized by: Career Guidance cell , Department of Economics and commerce

Speakers: P. Phaneendhra and G. Venkatesh Yadav from Sri Medha Academy

Event Overview : Career guidance Cell of ASD GDC for Women (A), Kakinad conducted a career guidance awareness program focusing on Chartered Accountancy (CA) and Cost and Management Accountancy (CMA). The event aimed to provide students with valuable insights into these professional paths within the field of finance and accounting.

Key Points Covered

1. Introduction to CA and CMA professions
2. Educational requirements and qualifications
3. Career opportunities and job prospects
4. Comparison between CA and CMA
5. Skills required for success in these fields
6. Examination patterns and preparation strategies
7. Industry trends and future outlook

Speaker :

1. **P. Phaneendhra**
2. **G. Venkatesh Yadav**

Both speakers are associated with Sri Medha Academy, known for its expertise in finance and accounting education.

Outcomes

- Increased awareness about CA and CMA as career options
- Clarification of misconceptions about these professions
- Guidance on preparation and study strategies
- Inspiration for students interested in finance and accounting careers

The session began with a brief introduction to the CA and CMA professions, highlighting their significance in the financial and business world. The speakers elaborated on the educational requirements, examination structure, and career prospects associated with these designations. They emphasized the diverse opportunities available to CAs and CMAs in various industries, including finance, accounting, taxation, auditing, and management consulting.

The speakers shared valuable insights into the challenges and rewards of pursuing CA and CMA careers. They discussed the importance of dedication, hard work, and continuous learning to excel in these demanding fields. Additionally, they provided guidance on choosing the right coaching institute and preparing effectively for the examinations.

The session was interactive, with ample time for students to ask questions and seek clarification. The speakers patiently addressed queries related to the eligibility criteria, course duration, job opportunities, and salary expectations. Their expertise and guidance proved invaluable to the students, who gained a clearer understanding of the CA and CMA paths.

Conclusion

The career guidance awareness program on CA and CMA was a successful initiative by the Department of Economics. It provided students with valuable information to make informed decisions about their future careers in the finance and accounting sectors.

The career guidance awareness session was a resounding success, benefiting students who are considering pursuing careers in finance and accounting. The Department of Economics extends its sincere gratitude to P. Phaneendhra and G. Venkatesh Yadav for their valuable contribution to the event.

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Career Guidance Cell

Report on

**One month workshop on soft Skills in collaboration with Unnati
foundation**

From 20/3/2024 to 23/04/2024

AP-0813 BATCH LOGSHEET DETAILS



Centre	UNXT	Batch No	AP-0813
College Name	ASD Govt. Degree College (W), Kakinada	Change Maker Name	DURGA TRINATH
Stream/Vocation	Deg_Govt	No of Students	25
Start Date	20th Mar 2024	End Date	23rd Apr 2024

Day	Topics Covered	Session Taken on
1	Brief on UNNATI & UNXT (10 Min) Play How Unnati helps students video	20th Apr 2024 (02:00 PM - 05:00 PM)
	Explanation & demo of training methodology of Assembly & Values (10 Min)	20th Apr 2024 (02:00 PM - 05:00 PM)
	Explanation & demo of training methodology of Spoken English (10 Min)	20th Apr 2024 (02:00 PM - 05:00 PM)
	Why and how will you use U LEAPP(LMS) (20 Min)	20th Apr 2024 (02:00 PM - 05:00 PM)
	Explanation & demo of training methodology of Life Skills - Getting started (Funnel Activity & Groundrules) (90 Min)	20th Apr 2024 (02:00 PM - 05:00 PM)
	Documentation - How to fill up a Form and creation of gmail id's for students (40 Min)	20th Apr 2024 (02:00 PM - 05:00 PM)
2	Assembly (30 Mins) - Punctuality	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Icebreaker and Simple Greeting	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Understanding & Managing Emotions	20th Apr 2024 (02:00 PM - 05:00 PM)
3	Assembly (30 Mins) - Punctuality	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Introducing Self	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - The Power of a Positive Attitude	20th Apr 2024 (02:00 PM - 05:00 PM)
4	Assembly (30 Mins) - Punctuality	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Talking about one's Family	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Making a Positive impression	20th Apr 2024 (02:00 PM - 05:00 PM)
5	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Talking about one's Likes and Dislikes	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Developing Confidence in Self & others	20th Apr 2024 (02:00 PM - 05:00 PM)
6	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Talking about Strengths & Weaknesses	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Listening skills	20th Apr 2024 (02:00 PM - 05:00 PM)
7	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Greeting Others	20th Apr 2024 (02:00 PM - 05:00 PM)

Day	Topics Covered	Session Taken on
	Life Skills (90 Mins) - Gender Equality & Sensitivity	20th Apr 2024 (02:00 PM - 05:00 PM)
8	Assembly (30 Mins) - Responsibility	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - OCSEM - Visual Comprehension & Word Based Learning	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Goal setting- Make it happen	20th Apr 2024 (02:00 PM - 05:00 PM)
9	Assembly (30 Mins) - Responsibility	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Introducing Others	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Time Management	20th Apr 2024 (02:00 PM - 05:00 PM)
10	Assembly (30 Mins) - Responsibility	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Talking about one's daily routine	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Money Management	20th Apr 2024 (02:00 PM - 05:00 PM)
11	Assembly (30 Mins) - Gratitude and Appreciation	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Asking Simple Questions & Asking for the Price	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Stress Management	20th Apr 2024 (02:00 PM - 05:00 PM)
12	Assembly (30 Mins) - Gratitude and Appreciation	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Comprehending & Paraphrasing Information	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - A Plate of Rice & Dignity of Labour	20th Apr 2024 (02:00 PM - 05:00 PM)
13	Assembly (30 Mins) - Gratitude and Appreciation	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - OCSEM - E-Newspaper	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Critical thinking to overcome challenges	20th Apr 2024 (02:00 PM - 05:00 PM)
14	Assembly (30 Mins) - Determination and Persistence	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Guiding & Giving Directions	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Language Etiquette & Mannerism	20th Apr 2024 (02:00 PM - 05:00 PM)
15	Assembly (30 Mins) - Determination and Persistence	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Simple instructions to follow procedures	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Assertiveness	20th Apr 2024 (02:00 PM - 05:00 PM)
16	Assembly (30 Mins) - Determination and Persistence	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Describing a person/ objects	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Refusal skills	20th Apr 2024 (02:00 PM - 05:00 PM)
17	Assembly (30 Mins) - Respect	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Comparing	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (90 Mins) - OCSEM - Public Speaking	20th Apr 2024 (02:00 PM - 05:00 PM)
18	Assembly (30 Mins) - Respect	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Attending to a phone call	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Being a Good Team player	20th Apr 2024 (02:00 PM - 05:00 PM)

Day	Topics Covered	Session Taken on
19	Assembly (30 Mins) - Respect	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - At a restaurant	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Workplace Ethics	20th Apr 2024 (02:00 PM - 05:00 PM)
20	Assembly (30 Mins) - Team Spirit	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Inviting Someone	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - OCSEM - Picture Reading & Word Based Learning	20th Apr 2024 (02:00 PM - 05:00 PM)
21	Assembly (30 Mins) - Team Spirit	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Apologizing	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Dealing effectively with Criticism	20th Apr 2024 (02:00 PM - 05:00 PM)
22	Assembly (30 Mins) - Caring & Sharing	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Handling customer queries	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Flexibility & Adaptability	20th Apr 2024 (02:00 PM - 05:00 PM)
23	Assembly (30 Mins) - Caring & Sharing	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Writing a Resume	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - OCSEM-Public Speaking	20th Apr 2024 (02:00 PM - 05:00 PM)
24	Assembly (10 Mins) - Meditation, Affirmation	16th Apr 2024 (02:00 PM - 05:00 PM)
	English (2Hr 50Mins) - OCSEM-Debate	16th Apr 2024 (02:00 PM - 05:00 PM)
25	Assembly (30 Mins) - Honesty	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Email etiquette & Official Email communication	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Alcohol & Substance use & abuse	20th Apr 2024 (02:00 PM - 05:00 PM)
26	Assembly (30 Mins) - Honesty	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Describing a Known Place	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - Leadership Skills	20th Apr 2024 (02:00 PM - 05:00 PM)
27	Assembly (30 Mins) - Honesty	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Describing an event	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - OCSEM - Picture Reading & Visual Comprehension	20th Apr 2024 (02:00 PM - 05:00 PM)
28	Assembly (30 Mins) - Forgive and Forget	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (60 Mins) - Facing an Interview	20th Apr 2024 (02:00 PM - 05:00 PM)
	Life Skills (90 Mins) - OCSEM - Public Speaking	20th Apr 2024 (02:00 PM - 05:00 PM)
29	Assembly (30 Mins) - Forgive and Forget	20th Apr 2024 (02:00 PM - 05:00 PM)
	English (2Hr 30 Mins) - Attending a telephonic/ video interview & Mock Interview	
30	Valediction - Speak about 'What is Unnati?'	
	Play What is Unnati Video.	

Topics Covered

Responsible Officer

Talk about how Unnati Philosophy	
Talk about Student referral process	
Talk about Unnati Branding - Follow, Like & Share Unnati Social Media - Facebook / Instagram/ Twitter/ LinkedIn- Request Students & College staff as well	
Talk about Placement Process	
Talk about benefits of Udyogam	

PRINCIPAL NAME

ANANTHA LAKSHMI

PRINCIPAL MOBILE NUMBER

9963786386

PRINCIPAL SIGNATURE

V. Anantha Lakshmi

Date 26-4-24

Change Maker Name

DURGA TRINATH

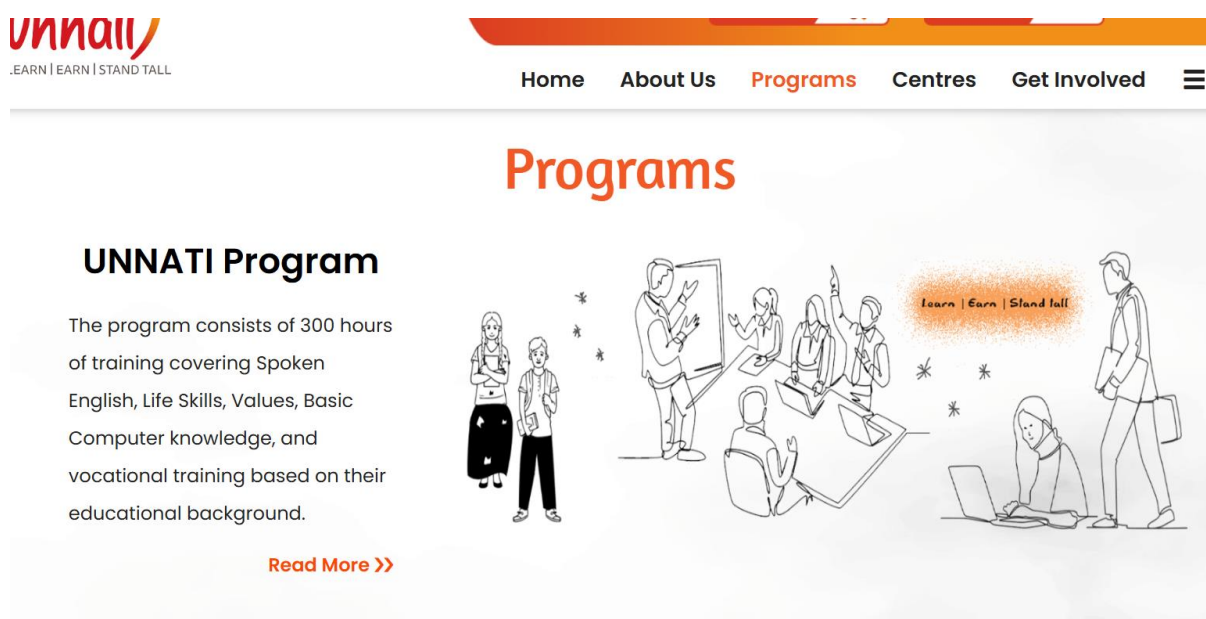
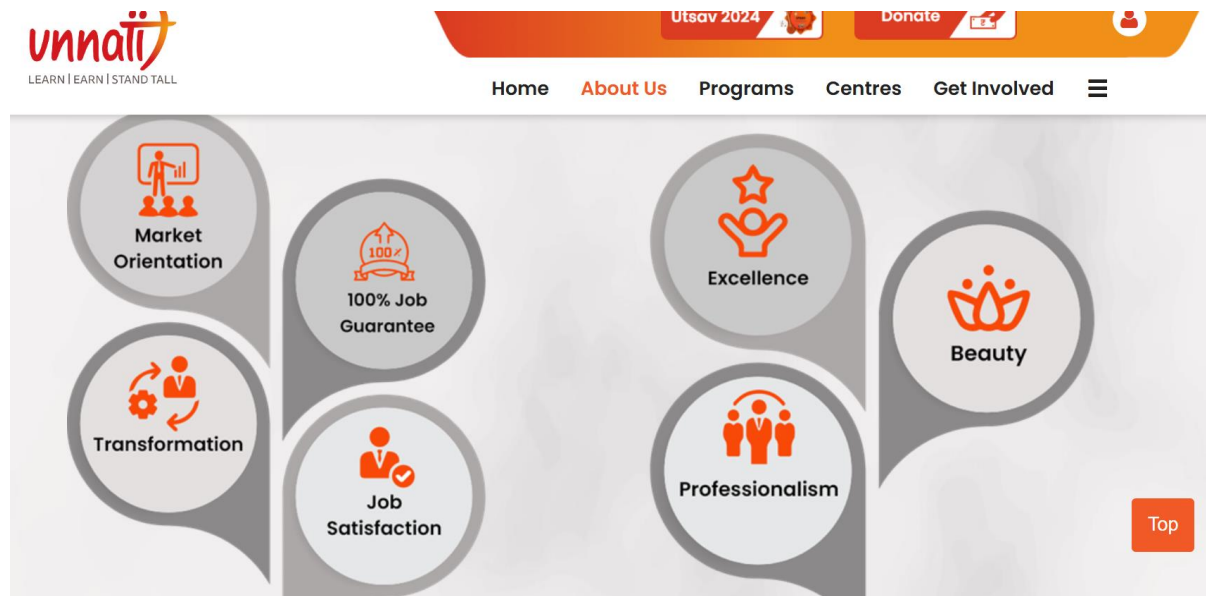
CM Mobile Number

CM Signature

T. Durga Trinath
26-4-24.

ABOUT UNNATI:

SGBS Unnati Foundation (SUF), a not-for-profit organization was incorporated in 2011. The UNNATI program by SUF was conceived and run by SGBS Trust in Bangalore and is being conducted pan India.



UNNATI PROGRAM: The program consists of 300 hours of training covering Spoken English, Life Skills, Values, Basic Computer knowledge, and vocational training based on their educational background.

Report: 30-Day Soft Skill Training Program

ASD Government Degree College for Women (A)

Career Guidance Cell

Duration: March 20, 2024 to April 23, 2024

Participant Information

- Total Number of Participants: 52
- Resource Person: P. Durga Trinadh – Change maker from Unnati
- Academic Year: 2023-2024
- Groups Underwent training: BA (HEP and THP)

Executive Summary

The Career Guidance Cell of ASD Government Degree College for Women (A) successfully conducted a comprehensive 30-day soft skill training program. This intensive program, spanning 90 hours, was designed to enhance the employability and personal development of the students. The training covered crucial areas including Spoken English, Life Skills, Values, Basic Computer Knowledge, and Vocational Training tailored to the students' educational backgrounds.

Program Overview

Objectives:

1. Improve students' communication skills, particularly in English
2. Develop essential life skills for personal and professional growth
3. Instil strong values and ethics
4. Enhance basic computer literacy
5. Provide vocational training aligned with students' academic backgrounds

Duration and Schedule:

- Start Date: March 20, 2024
- End Date: April 23, 2024

- Daily Sessions: Approximately 3 hours per day

Curriculum Details

1. Spoken English :

- Grammar and vocabulary enhancement
- Pronunciation and fluency exercises
- Public speaking and presentation skills
- Business communication

2. Life Skills :

- Time management
- Stress management
- Critical thinking and problem-solving
- Teamwork and leadership
- Emotional intelligence

3. Values

- Professional ethics
- Social responsibility
- Cultural sensitivity
- Personal integrity

4. Basic Computer Knowledge

- Introduction to computer hardware and software
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Internet usage and email etiquette
- Basic data analysis using spreadsheets

5. Vocational Training

- Tailored sessions based on students' educational backgrounds
- Career path exploration
- Industry-specific skills development

- Mock interviews and resume writing

Training Methodology

- Interactive lectures
- Group discussions and role-playing exercises
- Hands-on computer lab sessions
- Guest lectures from industry experts
- Case studies and real-world problem-solving scenarios

Assessment and Evaluation

- Pre and post-training assessments to measure improvement
- Continuous evaluation through assignments and projects
- Final presentation by participants showcasing their learned skills

Outcomes and Impact

- Improved English communication skills among participants
- Enhanced computer literacy and proficiency in basic software
- Increased confidence and self-awareness in students
- Better preparedness for job interviews and workplace challenges
- Development of critical thinking and problem-solving abilities

Conclusion

The 30-day soft skill training program has significantly contributed to the holistic development of the students at ASD Government Degree College for Women (A). The comprehensive curriculum, covering a wide range of essential skills, has equipped the participants with valuable tools for their personal and professional growth. The Career Guidance Cell recommends continuing and potentially expanding such programs in the future to benefit more students.

Acknowledgments

The Career Guidance Cell extends its gratitude to the college administration, faculty members, external trainers, and all the students who participated enthusiastically in this program.











A Total of 52 Students were trained in the 30 day Soft Skill training Program in Association with Unnati and enrolled in Udyogam Portal for employment.



CERTIFICATE



*This is to certify that **MENETI ADI LAKSHMI** of Batch **AP-0812** with Admission No: **118277** has successfully completed **UNXT** by **Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from **20-03-2024** to **23-04-2024**.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

FOR SGBS UNNATI FOUNDATION

Head Office : UNNATI CENTRE, NO 1, Temple Rd, NGEF East, Sadanandanagar, Bangalore - 560038,
www.unnatibl.org E-mail : contactus@unnatibl.org, Tel : +91-80-25384642 / 4443



CERTIFICATE



*This is to certify that **POLAMANCHI RATNA KUMARI** of Batch **AP-0812** with Admission No: **118082** has successfully completed **UNXT** by **Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from **20-03-2024** to **23-04-2024**.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

FOR SGBS UNNATI FOUNDATION

Head Office : UNNATI CENTRE, NO 1, Temple Rd, NGEF East, Sadanandanagar, Bangalore - 560038,
www.unnatibl.org E-mail : contactus@unnatibl.org, Tel : +91-80-25384642 / 4443



CERTIFICATE



*This is to certify that **KONDEPUDI SUDHARANI** of Batch **AP-0813** with Admission No: **118305** has successfully completed **UNXT by Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from 20-03-2024 to 23-04-2024.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

FOR SGBS UNNATI FOUNDATION

Head Office : UNNATI CENTRE, NO 1, Temple Rd, NGEF East, Sadanandanagar, Bangalore - 560038,
www.unnatibl.org E-mail : contactus@unnatibl.org, Tel : +91-80-25384642 / 4443



CERTIFICATE



*This is to certify that **KOPPANATHI DEVAKI** of Batch **AP-0813** with Admission No: **118264** has successfully completed **UNXT by Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from 20-03-2024 to 23-04-2024.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

FOR SGBS UNNATI FOUNDATION

Head Office : UNNATI CENTRE, NO 1, Temple Rd, NGEF East, Sadanandanagar, Bangalore - 560038,
www.unnatibl.org E-mail : contactus@unnatibl.org, Tel : +91-80-25384642 / 4443

Sample Certificates from the students who successfully completed the 30 day soft skill training Programme.

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A),
KAKINADA**

(NAAC Accredited with B Grade Cycle-3)

(Affiliated to Adikavi Nannayya University)



**Career Guidance Cell
Report on**

One month workshop on soft Skills

in collaboration with

Unnati foundation

From 9 July 2024 to 18 August 2024

AP-0957 BATCH LOGSHEET DETAILS



Centre	UNXT	Batch No	AP-0957
College Name	ASD Govt. Degree College (W), Kalinada	Change Maker Name	DURGA TRINATH
Stream/Vocation	Deg_Govt	No of Students	30
Start Date	9th Jul 2024	End Date	8th Aug 2024

Day	Topics Covered	Session Taken on
1	Brief on UNNATI & UNXT (10 Min) Play How Unnati helps students video	18th Jul 2024 (04:00 PM - 07:00 PM)
	Explanation & demo of training methodology of Assembly & Values (10 Min)	18th Jul 2024 (04:00 PM - 07:00 PM)
	Explanation & demo of training methodology of Spoken English (10 Min)	18th Jul 2024 (04:00 PM - 07:00 PM)
	Why and how will you use U LEAPP(LMS) (20 Min)	18th Jul 2024 (04:00 PM - 07:00 PM)
	Explanation & demo of training methodology of Life Skills - Getting started (Funnel Activity & Groundrules) (90 Min)	18th Jul 2024 (04:00 PM - 07:00 PM)
	Documentation - How to fill up a Form and creation of gmail id's for students (40 Min)	18th Jul 2024 (04:00 PM - 07:00 PM)
2	Assembly (30 Mins) - Punctuality	18th Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Icebreaker and Simple Greeting	18th Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Understanding & Managing Emotions	18th Jul 2024 (04:00 PM - 07:00 PM)
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	English (60 Mins) - Introducing Self	18th Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - The Power of a Positive Attitude	18th Jul 2024 (04:00 PM - 07:00 PM)
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	Life Skills (90 Mins) - Making a Positive impression	18th Jul 2024 (04:00 PM - 07:00 PM)
5	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	18th Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Talking about one's Likes and Dislikes	18th Jul 2024 (04:00 PM - 07:00 PM)
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6	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	18th Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Talking about Strengths & Weaknesses	18th Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Listening skills	18th Jul 2024 (04:00 PM - 07:00 PM)
7	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	18th Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Greeting Others	18th Jul 2024 (04:00 PM - 07:00 PM)

Day	Topics Covered	Session Taken on
	Life Skills (90 Mins) - Gender Equality & Sensitivity	18th Jul 2024 (04:00 PM - 07:00 PM)
8	Assembly (30 Mins) - Responsibility	18th Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins)- OCSEM - Visual Comprehension & Word Based Learning	18th Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Goal setting- Make it happen	18th Jul 2024 (04:00 PM - 07:00 PM)
9	Assembly (30 Mins) - Responsibility	18th Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Introducing Others	18th Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Time Management	18th Jul 2024 (04:00 PM - 07:00 PM)
10	Assembly (30 Mins) - Responsibility	18th Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Talking about one's daily routine	18th Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Money Management	18th Jul 2024 (04:00 PM - 07:00 PM)
11	Assembly (30 Mins) - Gratitude and Appreciation	22nd Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Asking Simple Questions & Asking for the Price	22nd Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Stress Management	22nd Jul 2024 (04:00 PM - 07:00 PM)
12	Assembly (30 Mins) - Gratitude and Appreciation	22nd Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Comprehending & Paraphrasing Information	22nd Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - A Plate of Rice & Dignity of Labour	22nd Jul 2024 (04:00 PM - 07:00 PM)
13	Assembly (30 Mins) - Gratitude and Appreciation	22nd Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - OCSEM - E-Newspaper	22nd Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Critical thinking to overcome challenges	22nd Jul 2024 (04:00 PM - 07:00 PM)
14	Assembly (30 Mins) - Determination and Persistence	22nd Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Guiding & Giving Directions	22nd Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Language Etiquette & Mannerism	22nd Jul 2024 (04:00 PM - 07:00 PM)
15	Assembly (30 Mins) - Determination and Persistence	23rd Jul 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Simple instructions to follow procedures	23rd Jul 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Assertiveness	23rd Jul 2024 (04:00 PM - 07:00 PM)
16	Assembly (30 Mins) - Determination and Persistence	1st Aug 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Describing a person/ objects	1st Aug 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Refusal skills	1st Aug 2024 (04:00 PM - 07:00 PM)
17	Assembly (30 Mins) - Respect	1st Aug 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Comparing	1st Aug 2024 (04:00 PM - 07:00 PM)
	English (90 Mins) - OCSEM - Public Speaking	1st Aug 2024 (04:00 PM - 07:00 PM)
18	Assembly (30 Mins) - Respect	1st Aug 2024 (04:00 PM - 07:00 PM)
	English (60 Mins) - Attending to a phone call	1st Aug 2024 (04:00 PM - 07:00 PM)
	Life Skills (90 Mins) - Being a Good Team player	1st Aug 2024 (04:00 PM - 07:00 PM)

Day: Topics Covered

Session Taken on

Talk about how Unnat Philosophy.

Talk about Student referral process

Talk about Unnat Branding - Follow, Like & Share Unnat Social Media - Facebook / Instagram/ Twitter/ LinkedIn- Request Students & College staff as well

Talk about Placement Process

Talk about benefits of Uchiyogam

PRINCIPAL NAME

ANANTHA LAKSHMI

PRINCIPAL MOBILE NUMBER

8662786386

PRINCIPAL SIGNATURE

V. Anantha Lakshmi

PRINCIPAL
A.S.D.GOV'T.DEGREE COLLEGE (W)
AUTONOMOUS
KAKINADA

Date 2-8-24

Change Maker Name

DURGA TRINATH

CM Mobile Number

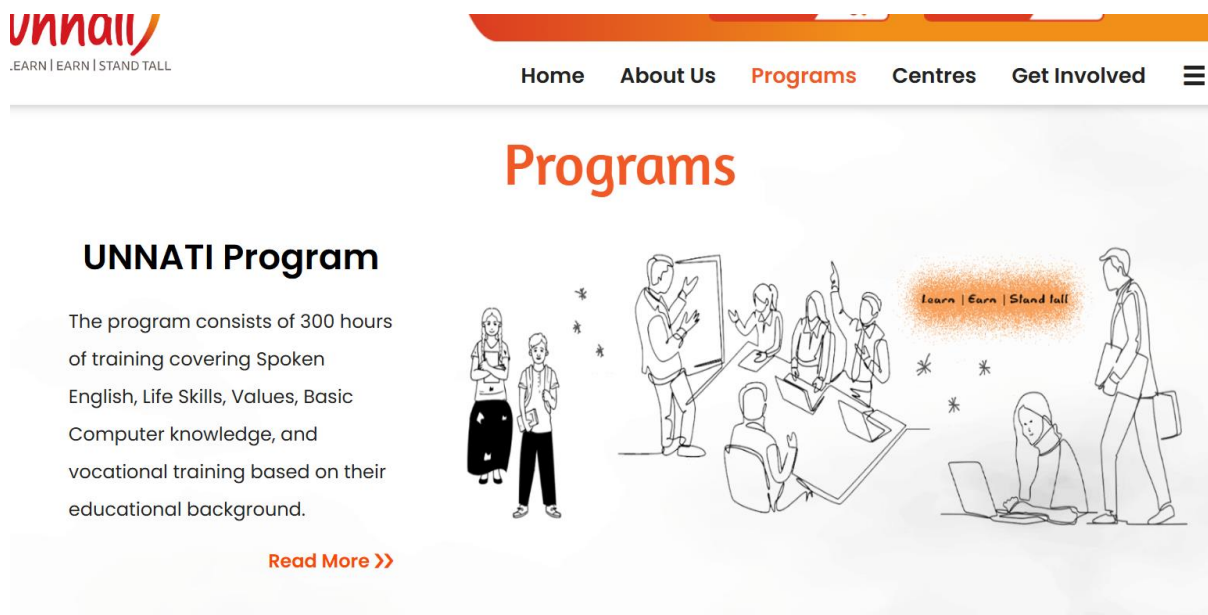
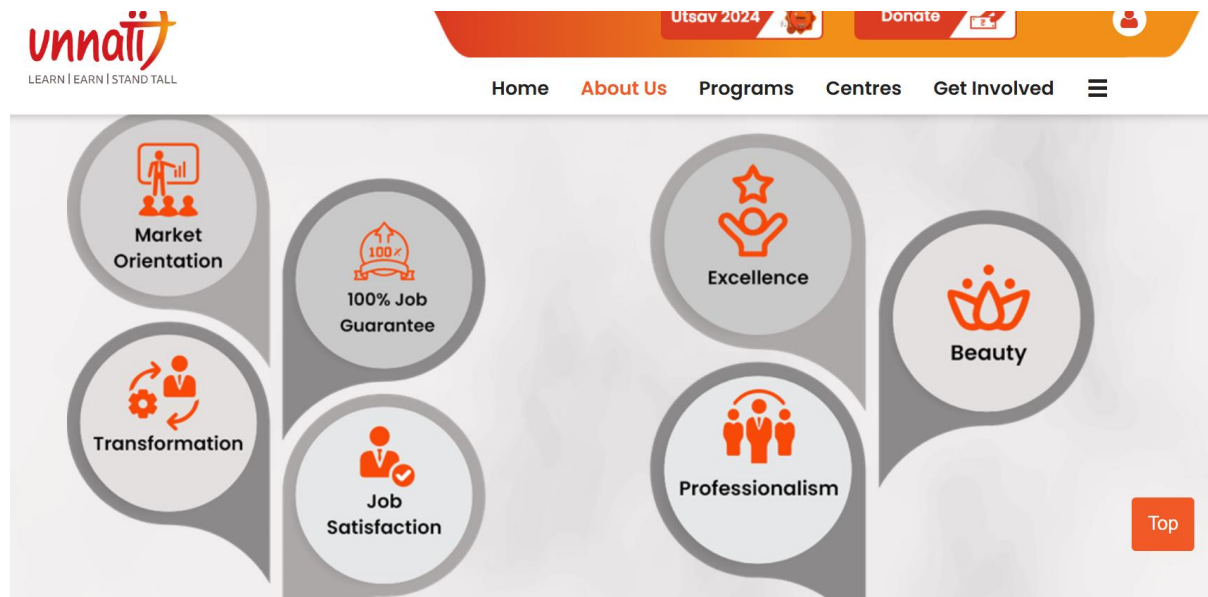
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CM Signature

T. Durga Trinath

ABOUT UNNATI:

SGBS Unnati Foundation (SUF), a not-for-profit organization was incorporated in 2011. The UNNATI program by SUF was conceived and run by SGBS Trust in Bangalore and is being conducted pan India.



UNNATI PROGRAM: The program consists of 300 hours of training covering Spoken English, Life Skills, Values, Basic Computer knowledge, and vocational training based on their educational background.

Report: 30-Day Soft Skill Training Program

ASD Government Degree College for Women (A)

Career Guidance Cell

Duration: 9th July to 18th August 2024

Participant Information

- Total Number of Participants: 52
- Resource Person: P. Durga Trinadh – Change maker from Unnati
- Academic Year: 2023-2024
- Groups Underwent training: BA (HEP and THP)

Executive Summary

The Career Guidance Cell of ASD Government Degree College for Women (A) successfully conducted a comprehensive 30-day soft skill training program. This intensive program, spanning 90 hours, was designed to enhance the employability and personal development of the students. The training covered crucial areas including Spoken English, Life Skills, Values, Basic Computer Knowledge, and Vocational Training tailored to the students' educational backgrounds.

Program Overview

Objectives:

6. Improve students' communication skills, particularly in English
7. Develop essential life skills for personal and professional growth
8. Instil strong values and ethics
9. Enhance basic computer literacy
10. Provide vocational training aligned with students' academic backgrounds

Duration and Schedule:

- Start Date: March 20, 2024

- End Date: April 23, 2024
- Daily Sessions: Approximately 3 hours per day

Curriculum Details

6. Spoken English :

- Grammar and vocabulary enhancement
- Pronunciation and fluency exercises
- Public speaking and presentation skills
- Business communication

7. Life Skills :

- Time management
- Stress management
- Critical thinking and problem-solving
- Teamwork and leadership
- Emotional intelligence

8. Values

- Professional ethics
- Social responsibility
- Cultural sensitivity
- Personal integrity

9. Basic Computer Knowledge

- Introduction to computer hardware and software
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Internet usage and email etiquette
- Basic data analysis using spreadsheets

10. Vocational Training

- Tailored sessions based on students' educational backgrounds
- Career path exploration

- Industry-specific skills development
- Mock interviews and resume writing

Training Methodology

- Interactive lectures
- Group discussions and role-playing exercises
- Hands-on computer lab sessions
- Guest lectures from industry experts
- Case studies and real-world problem-solving scenarios

Assessment and Evaluation

- Pre and post-training assessments to measure improvement
- Continuous evaluation through assignments and projects
- Final presentation by participants showcasing their learned skills

Outcomes and Impact

- Improved English communication skills among participants
- Enhanced computer literacy and proficiency in basic software
- Increased confidence and self-awareness in students
- Better preparedness for job interviews and workplace challenges
- Development of critical thinking and problem-solving abilities

Conclusion

The 30-day soft skill training program has significantly contributed to the holistic development of the students at ASD Government Degree College for Women (A). The comprehensive curriculum, covering a wide range of essential skills, has equipped the participants with valuable tools for their personal and professional growth. The Career Guidance Cell recommends continuing and potentially expanding such programs in the future to benefit more students.

The Career Guidance Cell extends its gratitude to the college administration, faculty members, external trainers, and all the students who participated enthusiastically in this programme.



Inauguration of 30 day Soft Skills Programme in collaboration with Unnati



Students participating in various Interactive Activities



Valedictory programme of 30 day soft skills training programme of batch II on 18/08/2024



CERTIFICATE



*This is to certify that **GANDHA SRI VENKATA LAKSHMI** of Batch **AP-0957** with Admission No: **142328** has successfully completed **UNXT** by **Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from **09-07-2024** to **18-08-2024**.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

FOR SGBS UNNATI FOUNDATION

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www.unnatibl.org E-mail : contactus@unnatibl.org, Tel : +91-80-25384642 / 4443



CERTIFICATE



*This is to certify that **PADALA DEVI** of Batch **AP-0957** with Admission No: **142237** has successfully completed **UNXT** by **Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from **09-07-2024** to **18-08-2024**.*

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CERTIFICATE



*This is to certify that **CHALAMSETTI PAVANI** of Batch **AP-0957** with Admission No: **142305** has successfully completed **UNXT** by **Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from **09-07-2024** to **18-08-2024**.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

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CERTIFICATE



*This is to certify that **POTHABATHULA RAMA LAKSHMI** of Batch **AP-0957** with Admission No: **142335** has successfully completed **UNXT** by **Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from **09-07-2024** to **18-08-2024**.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

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CERTIFICATE



*This is to certify that **MOHAMMAD EQRA MAYEEN** of Batch **AP-0957** with Admission No: **142308** has successfully completed **UNXT** by **Unnati**, a Soft Skill Development Program conducted by **SGBS UNNATI FOUNDATION** at **ASD Govt. Degree College (W), Kakinada** from **09-07-2024** to **18-08-2024**.*

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

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Head Office : UNNATI CENTRE, NO 1, Temple Rd, NGEF East, Sadanandanagar, Bangalore - 560038,
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CERTIFICATE



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During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

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CERTIFICATE



This is to certify that MALLUVALASALA CHANTI of Batch AP-0957 with Admission No: 142316 has successfully completed UNXT by Unnati, a Soft Skill Development Program conducted by SGBS UNNATI FOUNDATION at ASD Govt. Degree College (W), Kakinada from 09-07-2024 to 18-08-2024.

During the 165 hours of training, the candidate was introduced to Spoken English, Employability Skills, Life Skills and Value systems.

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Certificates of students who completed the 30 day programme.

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A),
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Career Guidance Cell

Report on



Preparation Techniques for Civil Services, Groups and other Government Jobs

Conducted On

08/08/2024

A.S.D Government Degree College For Women (A)

Career Guidance Cell

Date	08/08/2024
Conducted through (DRC\JKC\ELF\NCC\NSS\Department etc..)	Career Guidance cell
Nature of Activity (seminar\workshop\Extn. Lecture etc...)	Career Guidance Program
Title of the Activity	Preparation Techniques for Civil Services, Groups and other Government Jobs
Name of the Department\committee	Career Guidance cell , Department of physics
Details of Resource Persons (Name, Designation etc..)	Dr.K.Venkateswara Rao , Municipal Commissioner Narsapuram
No. of students participated	89
Brief Report on the Activity	Guest Lecture on "Preparation Techniques for Civil Services, Groups, and Other Government Jobs" by Dr. K. Venkateswara Rao was conducted on 08/08/2024
Name Of The Lecturer Who Planned & Conducted The Activity	1.G. Pavani Devi, Lecturer in Economics and Convenor Career Guidance Cell. 2. Dr.B. Suryana Narayana Devara, Lecturer in Physics
Signature of the Dept. in charge\convener of the committee	
Signature of the principal	
Remarks	Students actively participated in this Programme.



A.S.D. Government Degree College for Women, Kakinada

An Autonomous institution
Affiliated to Adikavi Nannaya University, Rajamahendravaram



Physics Department in association with **Economics Department and Career Guidance Cell Conducts Guest lecture**

by



Dr. K. Venkateswara Rao

M.A; M.phil; Ph.D

Municipal Commissioner (Narasapuram)

**Topic: Preparation techniques for Civil Services
Group Services and other Govt. Jobs**

**Venue : Seminar Hall time :10.30 a.m.
8th August 2024**

All are invited



Resource Person Dr. K. Venkateswara Rao, Municipal Commissioner, Narsapuram addressing students on the preparation techniques for competitive exams



Felicitation to the Resource Person Dr. K. Venkateswara Rao, Municipal Commissioner,
Narsapuram

Report on Guest Lecture on "Preparation Techniques for Civil Services, Groups, and Other Government Jobs" by Dr. K. Venkateswara Rao

Date: 08/08/2024

Organized by: Career Guidance Cell

Venue: Seminar hall

Guest Speaker: Dr. K. Venkateswara Rao, Municipal Commissioner, Narsapuram

Introduction

On August 8, 2024, the Career Guidance Cell of A.S.D government degree College for women(A), Kakinada organized an insightful guest lecture on "Preparation Techniques for Civil Services, Groups, and Other Government Jobs" by Dr. K. Venkateswara Rao, the Municipal Commissioner of Narsapuram. The event aimed to provide valuable guidance to students aspiring for competitive exams related to civil services, group services, and other government sectors.

Objective of the Lecture

The primary objective of the guest lecture was to inform and guide students on effective preparation strategies for competitive exams, with a specific focus on the civil services examinations and various group service exams. Dr. K. Venkateswara Rao, with his extensive experience in public administration, shared his expert views on the right approach, resources, and mind-set needed to excel in these exams.

Key Highlights of the Lecture

1. Overview of Civil Services and Group Exams

Dr. Rao began the session by providing an overview of the various civil services exams, including the prestigious Indian Administrative Service (IAS), Indian Police Service (IPS), and Indian Foreign Service (IFS). He also highlighted the importance of Group exams such as Group I and Group II services, which offer career opportunities in state administration and other government sectors.

2. Stages of Exam Preparation

Dr. Rao outlined the stages of preparation for these exams, emphasizing that systematic and consistent efforts are essential. He discussed the three major stages of civil services exams: Preliminary, Mains, and Interview, and how each requires a different approach.

- **Preliminary Exam:** Focus on general studies, current affairs, and basic understanding of subjects like history, geography, and polity.

- **Mains Exam:** Deep dive into specialized subjects and mastery over the subjects chosen for the exam.
- **Interview:** Development of communication skills, personality traits, and confidence-building.

3. Study Materials and Resources

The speaker stressed the importance of choosing the right study materials and resources. Dr. Rao suggested the following strategies for selecting study material:

- Focus on standard textbooks and NCERTs for building a solid foundation.
- Refer to current affairs magazines, newspapers, and online platforms for up-to-date information.
- Use previous year's question papers and mock tests to practice and understand the exam pattern.

4. Time Management

Time management was a crucial aspect discussed during the session. Dr. Rao highlighted how effective time allocation between studies, revision, and relaxation can help students maintain a balance. He recommended creating a personalized timetable, setting short-term and long-term goals, and adhering to deadlines to avoid last-minute stress.

5. Overcoming Challenges

Dr. Rao shared some of the common challenges aspirants face, such as lack of motivation, distractions, and burnout. He provided practical tips on overcoming these hurdles, including the importance of staying focused, maintaining a healthy routine, and building a strong support network of family and friends.

6. Psychological Preparedness

The Municipal Commissioner emphasized the psychological aspects of preparing for competitive exams. He encouraged students to stay positive, remain patient, and be resilient in the face of setbacks. Maintaining mental well-being and dealing with pressure were some of the key points discussed.

7. Importance of Networking and Mentorship

Dr. Rao stressed the importance of networking with mentors, professionals, and former aspirants. He suggested that students seek guidance from those who have already cleared the exams and understand the nuances of the preparation process.

8. Motivation and Real-life Examples

Drawing from his own experiences and success stories of individuals who have succeeded in civil services, Dr. Rao motivated the students by showing that perseverance, dedication, and strategic planning are essential for success in government job exams.

Conclusion

The lecture concluded with a Q&A session where students actively interacted with Dr. Rao, seeking clarification on specific topics related to exam preparation. Dr. Rao's practical insights and motivational words left the students feeling inspired and better equipped to face the challenges of competitive exams.

This guest lecture organized by the Career Guidance Cell was an enriching experience for all participants, providing them with valuable tools and strategies for preparing for civil services and other government exams. The students expressed their gratitude and eagerness to implement the techniques discussed during the session in their own preparation journeys.

Acknowledgements

The Career Guidance Cell thanked Dr. K. Venkateswara Rao for taking the time to share his knowledge and experiences with the students. The event was a resounding success, thanks to the collective efforts of the organizing team, and was attended by a large number of students aspiring for civil services and government jobs.

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A),
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Career Guidance Cell



Report on

30 Day Soft Skills Training Programme

20/8/2024 to 30-09-2024

A.S.D Government Degree College For Women (A)

Career Guidance Cell

Date	20- 8-2024 to 30-09-2024
Conducted through (DRC\JKC\ELF\NCC\NSS\Department etc..)	Career Guidance cell
Nature of Activity (seminar\workshop\Extn. Lecture etc...)	Career Guidance Program
Title of the Activity	30 Day Soft Skills Training programme
Name of the Department\committee	Career Guidance cell , Department of physics
Details of Resource Persons (Name, Designation etc..)	T. Durga Trinath, Change maker from Unnati Foundation
No. of students participated	30
Brief Report on the Activity	
Name Of The Lecturer Who Planned& Conducted The Activity	1.G. Pavani Devi, Lecturer in Economics and Convenor Career Guidance Cell.
Signature of the Dept. in charge\convener of the committee	
Signature of the principal	
Remarks	Students actively participated in this Programme.

AP-1084 BATCH LOGSHEET DETAILS



Centre	UNXT	Batch No	AP-1084
College Name	ASD Govt. Degree College (W). Kakinada	Change Maker Name	DURGA TRINATH
Stream/Vocation	Deg_Pvt	No of Students	30
Start Date	21st Aug 2024	End Date	29th Sep 2024

Day	Topics Covered	Session Taken on
1	Brief on UNNATI & UNXT (10 Min) Play How Unnati helps students video	26th Aug 2024 (03:00 PM - 06:00 PM)
	Explanation & demo of training methodology of Assembly & Values (10 Min)	26th Aug 2024 (03:00 PM - 06:00 PM)
	Explanation & demo of training methodology of Spoken English (10 Min)	26th Aug 2024 (03:00 PM - 06:00 PM)
	Why and how will you use U LEAPP(LMS) (20 Min)	26th Aug 2024 (03:00 PM - 06:00 PM)
	Explanation & demo of training methodology of Life Skills - Getting started (Funnel Activity & Groundrules) (90 Min)	26th Aug 2024 (03:00 PM - 06:00 PM)
	Documentation - How to fill up a Form and creation of gmail id's for students (40 Min)	26th Aug 2024 (03:00 PM - 06:00 PM)
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	Life Skills (90 Mins) - Understanding & Managing Emotions	26th Aug 2024 (03:00 PM - 06:00 PM)
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	English (60 Mins) - Introducing Self	27th Aug 2024 (03:00 PM - 06:00 PM)
	Life Skills (90 Mins) - The Power of a Positive Attitude	27th Aug 2024 (03:00 PM - 06:00 PM)
4	Assembly (30 Mins) - Punctuality	27th Aug 2024 (03:00 PM - 06:00 PM)
	English (60 Mins) - Talking about one's Family	27th Aug 2024 (03:00 PM - 06:00 PM)
	Life Skills (90 Mins) - Making a Positive impression	27th Aug 2024 (03:00 PM - 06:00 PM)
5	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	28th Aug 2024 (03:00 PM - 06:00 PM)
	English (60 Mins) - Talking about one's Likes and Dislikes	28th Aug 2024 (03:00 PM - 06:00 PM)
	Life Skills (90 Mins) - Developing Confidence in Self & others	28th Aug 2024 (03:00 PM - 06:00 PM)
6	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	30th Aug 2024 (03:00 PM - 06:00 PM)
	English (60 Mins) - Talking about Strengths & Weaknesses	30th Aug 2024 (03:00 PM - 06:00 PM)
	Life Skills (90 Mins) - Listening skills	30th Aug 2024 (03:00 PM - 06:00 PM)
7	Assembly (30 Mins) - Cleanliness, Hygiene and Orderliness	3rd Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Greeting Others	3rd Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Gender Equality & Sensitivity	3rd Sep 2024 (03:00 PM - 04:00 PM)
8	Assembly (30 Mins) - Responsibility	3rd Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - OCSEM - Visual Comprehension & Word Based Learning	3rd Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Goal setting- Make it happen	3rd Sep 2024 (03:00 PM - 04:00 PM)
9	Assembly (30 Mins) - Responsibility	9th Sep 2024 (10:00 AM - 11:00 AM)

Day Topics Covered

		Session Taken on
	English (60 Mins) - Introducing Others	
	Life Skills (90 Mins) - Time Management	9th Sep 2024 (03:00 PM - 04:00 PM)
10	Assembly (30 Mins) - Responsibility	9th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Talking about one's daily routine	
	Life Skills (90 Mins) - Money Management	
11	Assembly (30 Mins) - Gratitude and Appreciation	11th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Asking Simple Questions & Asking for the Price	11th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Stress Management	11th Sep 2024 (03:00 PM - 04:00 PM)
12	Assembly (30 Mins) - Gratitude and Appreciation	12th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Comprehending & Paraphrasing Information	12th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - A Plate of Rice & Dignity of Labour	12th Sep 2024 (03:00 PM - 04:00 PM)
13	Assembly (30 Mins) - Gratitude and Appreciation	18th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - OCSEM - E-Newspaper	18th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Critical thinking to overcome challenges	18th Sep 2024 (03:00 PM - 04:00 PM)
14	Assembly (30 Mins) - Determination and Persistence	18th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Guiding & Giving Directions	18th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Language Etiquette & Mannerism	18th Sep 2024 (03:00 PM - 04:00 PM)
15	Assembly (30 Mins) - Determination and Persistence	18th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Simple instructions to follow procedures	18th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Assertiveness	18th Sep 2024 (03:00 PM - 04:00 PM)
16	Assembly (30 Mins) - Determination and Persistence	18th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Describing a person/ objects	18th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Refusal skills	18th Sep 2024 (03:00 PM - 04:00 PM)
17	Assembly (30 Mins) - Respect	18th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Comparing	18th Sep 2024 (03:00 PM - 04:00 PM)
	English (90 Mins) - OCSEM - Public Speaking	18th Sep 2024 (03:00 PM - 04:00 PM)
18	Assembly (30 Mins) - Respect	18th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Attending to a phone call	18th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Being a Good Team player	18th Sep 2024 (03:00 PM - 04:00 PM)
19	Assembly (30 Mins) - Respect	23rd Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - At a restaurant	23rd Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Workplace Ethics	23rd Sep 2024 (03:00 PM - 04:00 PM)
20	Assembly (30 Mins) - Team Spirit	24th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Inviting Someone	24th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - OCSEM - Picture Reading & Word Based Learning	24th Sep 2024 (03:00 PM - 04:00 PM)
21	Assembly (30 Mins) - Team Spirit	24th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Apologizing	24th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Dealing effectively with Criticism	24th Sep 2024 (03:00 PM - 04:00 PM)
22	Assembly (30 Mins) - Caring & Sharing	24th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Handling customer queries	24th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Flexibility & Adaptability	24th Sep 2024 (03:00 PM - 04:00 PM)

Day	Topics Covered	Session Taken on
23	Assembly (30 Mins) - Caring & Sharing	24th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Writing a Resume	24th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - OCSEM-Public Speaking	24th Sep 2024 (03:00 PM - 04:00 PM)
24	Assembly (10 Mins) - Meditation, Affirmation	24th Sep 2024 (03:00 PM - 04:00 PM)
	English (2Hr 50Mins) - OCSEM-Debate	24th Sep 2024 (03:00 PM - 04:00 PM)
25	Assembly (30 Mins) - Honesty	25th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Email etiquette & Official Email communication	25th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Alcohol & Substance use & abuse	25th Sep 2024 (03:00 PM - 04:00 PM)
26	Assembly (30 Mins) - Honesty	29th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Describing a Known Place	29th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - Leadership Skills	29th Sep 2024 (03:00 PM - 04:00 PM)
27	Assembly (30 Mins) - Honesty	29th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Describing an event	29th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - OCSEM - Picture Reading & Visual Comprehension	29th Sep 2024 (03:00 PM - 04:00 PM)
28	Assembly (30 Mins) - Forgive and Forget	29th Sep 2024 (03:00 PM - 04:00 PM)
	English (60 Mins) - Facing an Interview	29th Sep 2024 (03:00 PM - 04:00 PM)
	Life Skills (90 Mins) - OCSEM - Public Speaking	29th Sep 2024 (03:00 PM - 04:00 PM)
29	Assembly (30 Mins) - Forgive and Forget	29th Sep 2024 (03:00 PM - 04:00 PM)
	English (2Hr 30 Mins) - Attending a telephonic/ video interview & Mock Interview	29th Sep 2024 (03:00 PM - 04:00 PM)
30	Valediction - Speak about 'What is Unnati?'	
	Play What is Unnati Video.	
	Talk about how Unnati Philosophy	
	Talk about Student referral process	
	Talk about Unnati Branding - Follow, Like & Share Unnati Social Media - Facebook / Instagram/ Twitter/ LinkedIn- Request Students & College staff as well	
	Talk about Placement Process	
	Talk about benefits of Udhyogam	

PRINCIPAL NAME

ANANTHA LAKSHMI

PRINCIPAL MOBILE NUMBER

9963786386

PRINCIPAL SIGNATURE

V. Anantha Lakshmi
4/10/24

Date

PRINCIPAL
A.S.D.GOV'T.DEGREE COLLEGE (W)
AUTONOMOUS
KAKINADA

Change Maker Name

DURGA TRINATH

CM Mobile Number

9133688835

CM Signature

T. Durga Trinath





Valedictory of 30 day soft skill programme with Unnati , an Infosys foundation for the 3rd batch students on 30-09-2024

Report on 30-Day Soft Skills Training Programme

Organised by Career Guidance Cell, ASD Govt Degree College for Women (A), Kakinada

Duration: 20th August 2024 to 30th September 2024

The Career Guidance Cell of ASD Government Degree College for Women (Autonomous), Kakinada, successfully organized a 30-day Soft Skills Training Programme from 20th August 2024 to 30th September 2024. The programme aimed to enhance the interpersonal, communication, and professional skills of the students, equipping them to meet the challenges of the modern workplace.

Objective of the Programme

The primary goal of the training was to provide students with essential soft skills such as effective communication, teamwork, leadership, time management, and problem-solving. The programme also emphasized the importance of emotional intelligence and adaptability in fostering personal and professional growth.

Inaugural Session

The programme commenced on 20th August 2024 with an inaugural session presided over by the Principal, Dr. [Name]. The Chief Guest, Mr. [Name], a renowned corporate trainer, delivered an inspiring speech highlighting the significance of soft skills in career development. Faculty members, along with around 150 enthusiastic students, attended the session.

Structure and Highlights

The training was structured into daily sessions of two hours, focusing on a mix of theoretical knowledge and practical exercises. Key highlights of the programme included:

1. **Interactive Workshops:** Sessions on communication skills, body language, and public speaking.
2. **Role-Playing Activities:** Activities designed to enhance negotiation and teamwork skills.
3. **Guest Lectures:** Talks by industry experts on leadership and professional ethics.
4. **Time Management Modules:** Training in prioritization and effective planning techniques.
5. **Mock Interviews and Resume Building:** Guidance to prepare students for placement drives.

The sessions were conducted by experienced trainers, including external resource persons and college faculty.

Student Participation

30 students actively participated in the programme, demonstrating great enthusiasm and a willingness to learn. The interactive nature of the sessions encouraged active engagement, with students eagerly contributing to group discussions, presentations, and role-plays.

Valedictory Session

The valedictory session, held on 30th September 2024, marked the successful completion of the programme. The Principal appreciated the efforts of the Career Guidance Cell and trainers for organizing such a beneficial initiative. Certificates of participation were distributed to the students. Selected participants shared their feedback, expressing gratitude for the opportunity to enhance their skills and boost their confidence.

Outcome

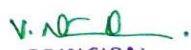
The 30-day Soft Skills Training Programme proved to be highly effective in empowering students with skills crucial for personal and professional success. Many participants reported significant improvement in their communication and confidence levels. The programme also prepared them for upcoming placement opportunities and future challenges.

Acknowledgment

The Career Guidance Cell extends heartfelt thanks to the college management, trainers, and students for their unwavering support and participation, which contributed to the resounding success of the programme.



Convenor Career Guidance Cell


PRINCIPAL
A.S.D. GOVT. DEGREE COLLEGE (W)
AUTONOMOUS
KAKINADA

Signature of the Principal

**A.S.D. GOVERNMENT DEGREE COLLEGE FOR
WOMEN (AUTONOMOUS) KAKINADA**

(Under the jurisdiction of Adikavi Nannaya University)

Reaccredited by NAAC with B Grade (3rd Cycle)

Placement of Students Through Career Guidance Cell

S.NO	Name of the Student	Group and Year of study	Register Number	Name of the Organisation Working
1	B. Satya Sreelekha	BCom (Gen) 2020-2023	2022003	Unnati
2	Kadali Renusri	BCom (CA) 2021-2024	2121016	Unnati



1.

unnati
LEARN | EARN | STAND TALL
SGBS UNNATI FOUNDATION



Kadali Renusri

Designation : ChangeMaker
Emp. No. : E2636
Blood Grp. : O+
Contact No. : 9381371158
Address : Gandhi Bhavan, 15-7B-2
Venkataratnapuram, Behand
Municipal Corporation, Kakinada
533001

Emergency Contact No. :
HO - BANGALORE

generation goes above poverty line. Forever



V. N. D.
PRINCIPAL
A.S.D. GOVT. DEGREE COLLEGE (M)
AUTONOMOUS
KAKINADA