



**GOVERNMENT DEGREE COLLEGE, MANCHERIAL
DISTRICT: MANCHERIAL – 504 208. (T.S.)**

Capacity Building Courses

Life Skills

Date: 21-08-2018

To,
The Principal,
Government Degree College, Mancherial,
Dist. Mancherial.

Respected sir,

Sub: Request for permission to start a certificate course on "Life Skills" by Department of IQAC - Regarding.

With reference to the subject cited above, I wish to submit that the Internal Quality Assurance Cell, GDC, Mancherial is planning to offer a certificate course on "Life Skills" from 27-08-2018. Duration of this course will be 40 Hrs. Hence, I request your good self to kindly grant us the permission to start the certificate course.

Thanking you sir.

Yours faithfully,



IQAC
GDC, Mancherial

Government Degree College, Mancherial

Internal Quality Assurance Cell

Notice

Date: 21-08-2018

It is here by informed to all that, the Internal Quality Assurance Cell' is starting a certificate course titled "Life Skills" from 27-08-2018 onwards. Duration of the course will be 40Hrs. The course will be very useful to the non computer students. All the staff members are requested to inform the same to the students. All the staff members are requested to cooperate for the smooth conduct of the course.



About the course

The Internal Quality Assurance Cell, GDC Mancherial is offering a certificate course on "Life Skills" for the academic year 2018-19. Duration of this course will be 40 hrs starting from 27-08-2018 onwards,

The objective of this course is to provide the students with some life skills so that they realise their potential and be useful and responsive citizens in the society. The course aims to impart life skills such as Communication skills, Professional skills, Leadership and Management skills, Interpersonal and Universal Human values as enlisted by the University Grants Commission. The classroom knowledge should be useful in solving real time or practical problems faced day to day in society. This course tries to incorporate such knowledge that the students are to understand the practical problems and develop the potential to be able to solve them.

At the end of the course all the enrolled students will be evaluated by an examination. Examination will be conducted in objective mode. The student needs to secure a minimum of 40% marks to pass the exam. All the students securing more than 40% marks will be awarded grades as according,

- 40% to 59% - C grade.
- 60% to 74% - B grade.
- 75% to 90% - A grade.
- Above 90% - A+ grade.

All the students securing minimum passing marks will be awarded certificates.

Syllabus for certificate course on Fundamentals of Computers and MS Office

Unit-I: Communication Skills 10 hours

Listening, Speaking, Reading, Writing and Different modes of writing, Digital Literacy, Effective use of Social Media, Non-Verbal Communication

Unit-II: Professional Skills 10 hours

Career related skills; Resume skills, Interview skills, Groups discussion skills, Exploring career opportunities.

Team related skills; Presentation skills, Trust and Collaboration, Listening as a team skill, Brainstorming, Social and Cultural etiquettes, Internal Communication.

Unit-III: Leadership and Management Skills 10 hours

Leadership skills, Managerial skills, Entrepreneurial skills, Innovating Leadership and Design Thinking, Ethics and Integrity.

Unit-IV: Universal Human Values 10 hours

Love & Compassion, Truth, Non-Violence, Righteousness, Peace, Service, Renunciation

Government Degree College, Mancherial

Internal Quality Assurance Cell

Certificate Course on "Life Skills" for academic year 2018-19

List of registered students

S.No	Name of the student	Group/Year
1	M. Supriya	B.A-III year
2	M. Swathi	B.A-III year
3	M. Sangeetha	B.A-III year
4	N. Vinodha	B.A-III year
5	Ch. Sujatha	B.A-III year
6	M. Harika	B.A-III year
7	G. Rajasri	B.A-III year
8	P. Priyanka	B.A-III year
9	T. Mamatha	B.A-III year
10	L. Soundarya	B.A-III year
11	G. Jhansi Rani	B.Com-III year
12	M. Anjanna	B.Com-III year
13	P. Venugopal	B.Com-III year
14	B. Sridhar	B.Com-III year
15	D. Saikumar	B.Com-III year
16	G. Anil	B.Com-III year
17	A. Soni	B.Sc(BZC)-III year
18	D. Vilas	B.Sc(BZC)-III year
19	G. Rajkumar	B.Sc(BZC)-III year
20	M. Anusha	B.Sc(BZC)-III year
21	M. Mallishwari	B.Sc(BZC)-III year
22	N. Manku	B.Sc(MPC)-III year
23	J. Thirumaleshwari	B.Sc(MPC)-III year
24	Ade Ramadevi	B.Sc(MPC)-III year
25	K. Mamatha	B.Sc(MPC)-III year


Convenor


Principal
Principal
Govt. Degree College
Mancherial - 504208

Government Degree College, Mancherial
Certificate Course on Life Skills

Duration: 40Mins.

Maximum marks: 25

Name of the student:

Group/Year:

Choose the correct option

1. Communication is a non-stop ()
a. Paper b. Process c. Programme d. Plan
2. Our dress code is an example of ()
a. Verbal b. Non-verbal c. Written d. Spoken
3. Letter, email, telephone are examples of ()
a. Message b. Feedback c. Channel d. Encoding
4. Which model is used for decision making ()
a. SWOT Model b. MBTI Model c. POWER Model d. Johari Window model
5. Which method is not used to enhance life skills ()
a. Case study b. Debate c. Stress d. Roleplay
6. This relationships between two or more people are ()
a. Inter personal b. Intra personal c. Intimate d. Cordial
7. According to the text, leadership is often more associated with ()
a. Consistency b. Planning c. Paperwork d. Change
8. Theory X assumes which of the following. ()
a. People regard work as normal activity
b. People achieve little satisfaction from work
c. People seek out responsibility
d. People are self-motivated
9. A harmonious world is created by values at 4 levels. These are ()
a. Home, family, society, country
b. Individual, family, society, universe
c. School, home, office, temple
d. None of the above

10. Competence in professional ethics refer to ()

- a. Ability to utilize power effectively
- b. Ability to augment the universal human order
- c. Ability to make profit
- d. None of the above

Fill in the blanks

- 1. NPTEL a project founded by Govt. of India represents
- 2. The goal of life skill education framed by WHO is the development of
- 3. is one of the five C's that hampers the right attitude of communication.
- 4. In soft skills, what is the suitable term that helps one to become comfortable with the work environment.....
- 5. Organizational communication would be.....
- 6. "One may smile and smile and still be a villain." Comment made by
- 7. Facial expressions, body movements, eye contact, use of space, tone, pace, are forms of
- 8. The sixth step of decision tree is
- 9. The purpose of value education to
- 10. Many human values seem good or right due to

Match the following

- | | | |
|-------------------------|-----|--|
| 1. Eye Contact | () | a. Imagination |
| 2. Stress | () | b. Feeling or pity for someone |
| 3. Empathy | () | c. Critical thinking |
| 4. Sympathy | () | d. Group communication |
| 5. Interpersonal skills | () | e. Emotional intelligence |
| | | f. Body reaction |
| | | g. Relate positively with other person |

Government Degree College, Mancherial

Certificate Course on Fundamentals of Computers and MS Office

Feedback form

1. Are you satisfied with the programme?

Yes No

2. What did you learnt from the course?

.....
.....
.....

3. Is it useful to improve your skills?

Yes No

4. Can you apply this in generating self employment?

Yes No

5. Any suggestions by you regarding the programme?

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.....
.....
.....


Convenor


Principal
Government Degree College
Mancherial - 509203

Summary

The Internal Quality Assurance Cell, GDC Mancherial offered a certificate course on "Like Skills" for the academic year 2018-19. Duration of the course was 40Hrs. Certificate course was inaugurated on 27-08-2018.

The course syllabus consists of four parts. The first part dealt with communication skills and the second part dealt with professional skills. These two parts were taught by English department faculty.

The third part is about Leadership skills and Managerial skills. This part was dealt by Commerce faculty. The fourth part is related to Universal human values which was dealt by Economics faculty B. Thirupathi, who was trained in value education by commissioner of collegiate education and was one of the master trainers for the course.

After completion of the syllabus, students enrolled for the course were evaluated by an objective type exam consisting of 30 questions. Exam was conducted on 01-10-2018. Certification programme was organized on 03-10-2018. All the students securing the minimum pass marks were issued certificates. Dr. Jai Kishan Ojha, Principal, GDC Luxettipet presented the certificates to the students.

Number of students securing the grades:

1. Three students secured A+ grade.
2. Five students secured A grade.
3. Twelve students secured B grade.
4. Five students secured C grade.

Analysis of feedback given by the students

After completion of the course feedback forms were issued to 5 randomly selected students. Feedback form consisted of 5 questions.

Question wise analysis of feedback given by students:

1. Are you satisfied by the programme?

Feedback of the students: 100% of the students given feedback as they are satisfied by the programme.

2. What did you learn from the programme?

Feedback of the students: Learnt basic computer skills.

3. Is it useful to improve your skills?

Feedback of the students: 100% students given answer as "yes".

4. Can you apply this in generating self employment?

Feedback of the students: 80% of the students felt that they can apply the knowledge gained during this certificate course to generate self employment.

5. Any suggestions by you regarding the programme?

Feedback of the students: students felt that more practical sessions should have been conducted.



Government Degree College, Mancherial
Mancherial
(Email: gdcmancherial.jkc@gmail.com)

Date: 01-10-2018

Certificate

This is to certify that M. Supriya studying BA III-year at this college completed the certificate course on "Life Skills" offered by Internal Quality Assurance Cell, GDC Mancherial for the academic year 2018-19 with grade A+ grade.


Convenor


Principal
GDC, Mancherial
Principal
Govt. Degree College
Mancherial - 504208