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|  | <p style="text-align: center;"><b>Andhra Christian College, Guntur</b><br/>         Affiliated to Acharya Nagarjuna University<br/>         Sambasivapet main road, Guntur -522001, A. P.<br/>         E mail: <a href="mailto:accollegeguntur@ymail.com">accollegeguntur@ymail.com</a>      website: <a href="http://www.accollegeguntur.com">www.accollegeguntur.com</a></p> | <p>Criterion: <b>V</b></p> <hr/> <p>Metric: <b>5.1.2</b></p> |
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**2021-22**

**5.1.2 Capacity development and skills enhancement activities organized for improving student's capability.**

**Report on Programmes / activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)**

**Soft Skills**

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                |                      |
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## Brief Report

**2021-22**

## Importance of Teamwork

Our Principal sir Dr.K.MOSES, and Dept.of Commerce has explained the following points to the students.

### Why Teamwork Matters:

1. **Enhanced Learning and Performance**
  - Collaborative efforts often lead to more creative and effective solutions.
  - Teamwork allows sharing of diverse perspectives and skills.
2. **Improved Communication Skills**
  - Working in a team improves your ability to convey ideas and listen to others.
  - Effective communication is crucial for successful teamwork.
3. **Development of Social Skills**
  - Teamwork fosters mutual respect, empathy, and patience.
  - It helps build stronger relationships and a sense of community.
4. **Increased Motivation and Accountability**
  - Team members can motivate each other to achieve common goals.
  - Accountability within a team encourages everyone to contribute their best.

### Guidelines for Effective Teamwork:

1. **Clear Goals and Roles**
  - Define clear objectives for the team.
  - Assign specific roles and responsibilities to each member.
2. **Open Communication**
  - Encourage open and honest communication.
  - Regularly share updates, ideas, and feedback.
3. **Active Listening**
  - Listen to your teammates' ideas and concerns with an open mind.
  - Show appreciation for their contributions.
4. **Collaboration and Cooperation**
  - Work together to solve problems and make decisions.
  - Support each other and share resources when needed.

**5. Conflict Resolution**

- Address conflicts promptly and constructively.
- Focus on finding solutions rather than assigning blame.

**6. Respect and Inclusivity**

- Respect each team member's opinions and contributions.
- Ensure that everyone feels included and valued.

**7. Regular Review and Reflection**

- Periodically review the team's progress and performance.
- Reflect on what is working well and what can be improved.

**Team Activities and Opportunities:**

- Participate in group projects and assignments.
- Join clubs, societies, and sports teams to experience teamwork in different contexts.
- Take advantage of workshops and seminars on teamwork and leadership skills.

By embracing teamwork, you will not only achieve better results but also develop essential life skills that will serve you well in your future endeavors. Let's work together to build a supportive and collaborative community at our college. 50 students have participated



**Topic: Orientation class on team work in both academic and personal development**

Students attended

Date: 20-9-2021

| S.No | Class No | Name of the student   | Signature of the student |
|------|----------|-----------------------|--------------------------|
| 1    | 1401     | T Anand               | T. Anand                 |
| 2    | 1402     | B Suvarna             | B. Suvarna               |
| 3    | 1404     | K Ashok               | K. Ashok                 |
| 4    | 1405     | P Syam                | P. Syam                  |
| 5    | 1407     | B Ratnalar            | B. Ratnalar              |
| 6    | 1408     | R Kiran Gopi          | R. Kiran Gopi            |
| 7    | 1410     | D Nageswara Rao       | D. Nageswara Rao         |
| 8    | 1411     | V Raraju              | V. Raraju                |
| 9    | 1412     | P Ramesh              | P. Ramesh                |
| 10   | 501      | D. Triveni            | D. Triveni               |
| 11   | 505      | D. Nirmal             | D. Nirmal                |
| 12   | 506      | J. Bala Venkata Reddy | J. Bala Venkata Reddy    |
| 13   | 507      | G. Gopi               | G. Gopi                  |
| 14   | 508      | P. Ravi Kumar         | P. Ravi Kumar            |
| 15   | 509      | N.B. Nagoor Meeravali | N.B. Nagoor Meeravali    |
| 16   | 510      | Ch. Venkateswarlu     | Ch. Venkateswarlu        |
| 17   | 511      | S. Srinu              | S. Srinu                 |