

Andhra Christian College, Guntur

(Day, Evening & P.G.)

NOTICE

Date: 19-09-2022

All P. G. English students are hereby informed to attend a seminar on “Soft Skills” to be conducted on 20-09-2022. Mr. P. Jagadesh Raj, Lecturer, Department of English, Abhyudaya Degree College (W), Guntur will be the Resource Person for this seminar.

Venue: P. G. Department of English

Time : 10.00 a.m. to 12.00 noon


PRINCIPAL
ANDHRA CHRISTIAN COLLEGE
(Day, Evening & P.G)
GUNTUR

Principal

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1. The coordinator, IQAC
2. The Office Manager

Andhra Christian College::Guntur

Department of English (P. G.)

Seminar Report on "Soft Skills"

Conducted by: Department of English (P.G.)

Date: 20th September 2022

Time: 10:00 a.m. to 12:00 noon

Venue: Department of English (P.G.)

Resource Person: Mr. P. Jagadish Raj, Lecturer in English, Abhyudaya Degree College (W), Guntur

Attendees:

- Mrs. K. E. Jeevana Jyothi, Head of the Department (HOD), English (P.G.)
- Ms. M. Eva Elizabeth, Lecturer, Department of English (P.G.)
- Mrs. B. Vani Grace, Lecturer, Department of English (P.G.)
- Mrs. Y. Salome Mercy, Lecturer, Department of English (P.G.)
- Students of the Department of English (P.G.)

1. Introduction

The Department of English (P.G.) organized a seminar on "Soft Skills" on 20th September 2022, aiming to equip students with essential skills that complement their academic knowledge and enhance their employability. The seminar was conducted by Mr. P. Jagadish Raj, a seasoned Lecturer in English from Abhyudaya Degree College (W), Guntur. The focus of the seminar was to introduce and elaborate on critical soft skills that are indispensable in both personal and professional settings.

2. Objectives of the Seminar

The seminar was organized with the following objectives:

- **To highlight the importance of soft skills:** The session aimed to make students aware of the significance of soft skills in achieving success in various aspects of life.
- **To provide insights into key soft skills:** The seminar sought to educate students on specific soft skills such as public speaking, leadership, interpersonal skills, communication skills, stress management, decision-making, and conflict management.
- **To offer practical strategies for skill development:** The seminar aimed to provide students with actionable strategies to develop and enhance their soft skills.
- **To prepare students for the professional world:** The event aimed to bridge the gap between academic learning and real-world applications by focusing on the soft skills required in the workplace.

3. Seminar Proceedings

The seminar began at 10:00 a.m. with a welcome address by Mrs. K. E. Jeevana Jyothi, Head of the Department of English (P.G.). She emphasized the importance of soft skills in today's competitive world and introduced the resource person, Mr. P. Jagadish Raj.

Key topics covered during the seminar included:

1. **Public Speaking:**

Mr. Raj started with the importance of public speaking, highlighting how effective public speaking can influence and inspire others. He provided tips on overcoming the fear of speaking in public, structuring speeches, and engaging with the audience.

2. **Leadership:**

The resource person discussed the qualities of an effective leader and the various leadership styles. He emphasized the importance of being adaptable, decisive, and empathetic as a leader, and shared examples of how leadership plays a crucial role in both academic and professional environments.

3. **Interpersonal Skills:**

Interpersonal skills, such as empathy, active listening, and emotional intelligence, were highlighted as vital for building and maintaining healthy relationships. Mr. Raj discussed how these skills are crucial in teamwork and collaboration, both in the workplace and in personal life.

4. **Communication Skills:**

The seminar covered both verbal and non-verbal communication, stressing the importance of clear and concise communication. Mr. Raj provided practical tips on improving communication skills, including active listening, maintaining eye contact, and understanding body language.

5. **Stress Management:**

Stress management was addressed as a critical soft skill, especially in high-pressure environments. The resource person discussed techniques for managing stress, such as time management, mindfulness, and relaxation exercises. He also emphasized the importance of maintaining a work-life balance.

6. **Decision Making:**

Mr. Raj elaborated on the process of decision-making, highlighting the importance of critical thinking and problem-solving. He discussed various decision-making models and provided strategies for making informed and effective decisions in both personal and professional settings.

7. **Conflict Management:**

The seminar concluded with a discussion on conflict management, where Mr. Raj explained how conflicts are inevitable in any setting but can be managed effectively with the right approach. He provided techniques for resolving conflicts, such as negotiation, mediation, and active listening, and stressed the importance of maintaining a calm and professional demeanour during conflicts.

Throughout the seminar, he engaged the students with real-life examples, interactive discussions, and practical exercises that allowed them to practice the soft skills being discussed. The students were encouraged to ask questions and share their own experiences, making the session highly interactive and beneficial.

4. Outcomes of the Seminar

The seminar achieved its objectives and resulted in the following outcomes:

- **Increased Awareness:** Students gained a clear understanding of the importance of soft skills and their relevance in various aspects of life.
- **Identification of Key Soft Skills:** Participants were able to identify and understand the key soft skills that are essential for personal and professional success.
- **Practical Knowledge:** The students received practical tips and strategies for developing and improving their soft skills, which they can apply in real-life situations.
- **Enhanced Confidence:** The seminar helped boost the students' confidence in their ability to speak in public, make decisions, and manage stress and conflicts.
- **Preparation for the Future:** The seminar prepared students to face the challenges of the professional world by equipping them with the necessary soft skills.

5. Conclusion

The seminar on "Soft Skills" conducted by the Department of English (P.G.) was a highly successful and enriching event. The students greatly benefited from the insights provided by Mr. P. Jagadish Raj, and the seminar served as an excellent platform for them to develop and enhance their soft skills.





Andhra Christian College::Guntur

Department of English (P. G.)

Seminar on "Soft Skills"

PARTICIPANTS' ATTENDANCE

| S. No. | Name of the Student | Roll No. | Signature |
|--------|---------------------|----------|--------------------|
| 1 | Prasanna Kumar.D | 731 | D. prasanna kumar |
| 2. | Sharon Roja.T | 733 | Sharon Roja T |
| 3. | Karuna Babu.M | 734 | Karuna Babu M |
| 4. | Suseela.B | 741 | B. Suseela |
| 5. | Vatsalya.K | 742 | K. Vatsalya |
| 6. | Spandana.U | 743 | Spandana U |
| 7. | Anjone Chaitanya.M | 744 | Anjone chaitanya m |
| 8. | Narendra.B | 745 | B. Narendra |
| 9. | Subhasini.M | 748 | M. Subhasini |
| 10. | Bhargavi.V | 749 | v. Bhargavi |
| 11. | Kaumudi.K | 750 | Kaumudi K |
| 12. | Hema Mounica.P | 751 | Hema P |
| 13. | Jhansi Lakshmi.K | 758 | k. Jhansi Lakshmi |
| 14. | Amrutha Radhe.N | 759 | N. Amrutha |
| 15. | Gopi.M | 760 | Gopi M |
| 16. | Sujatha Bai.B | 761 | Bai. Sujatha |
| 17. | Ruth.M | 762 | M. Ruth |
| 18. | Akhila Talath.Md | 763 | md. Akhila Talath. |

K.R. Neelam Reddy

Head

K.E. JEEVAN JYOTHI
P.G. Dept. Of English
HEAD, P.G. Dept. of English
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