

Education to Excel
SBRR Mahajana First Grade College
 Jayalakshmpuram, Mysuru-570012
 Attendance Sheet

Name of the Committee: *Career Guidance & Placement Cells*

Date: *20/9/23*

Name of the Programme: *Soft Skill Training Program*

Time:

SL NO	Name of the Student	Course	Semester	Section	Combination Phone no.	Signature
1	Rakeshtha.H.B	BCA	V	B	8618015799	<i>Rakeshtha</i>
2	Sou.C	BCA	V	B	6363425367	<i>Sou.C</i>
3	Shravya.N.L	BCA	V	B	6362663089	<i>Shravya</i>
4	Priyanka.L	BCA	V	B	6364254886	<i>Priyanka</i>
5	B.S.Mahalakshmi	BSc	V	-	9110633596	<i>B.S.M.</i>
6	Rachitha.H.M	BSC	V	-	9731497248	<i>Rachitha</i>
7	Indhupriya	BSC	V	-	9348813588	<i>Indhupriya</i>
8	Sindhu.K	BSC	V	-	6364543272	<i>Sindhu</i>
9	Roopashree	BSc	V	-	7000154394	<i>Roopashree</i>
10	Kalpna	BSc	V	-	8618208466	<i>Kalpna</i>
11	ASHRAF.Z	BSC	V	-	7676160519	<i>Ashraf.Z</i>
12	MEGHANA.R	BSC	V	-	8217748201	<i>Meghana</i>
13	SAGAR.E	BSC	V sem	-	9663240214	<i>Sagar</i>
14	Gonavi.K	BSC	V sem	-	9632907897	<i>Gonavi</i>
15	Sahana.V	BSC	V sem	-	9380595288	<i>Sahana</i>
16	Sachin.S	BSC	V sem	-	9036752685	<i>Sachin</i>
17	Avinash.B.N	BSC	V sem	-	8618275398	<i>Avinash</i>
18	Pragwal.m.j	Bsc	2 nd sem	-	9632331967	<i>Pragwal</i>
19	Prakash.K	Bsc	2 nd sem	-	9448982221	<i>Prakash</i>
20	Nandan.K.D	BSC	2 nd sem	-	9916836705	<i>Nandan</i>
21	Jeevan.T.R	BSC	2 nd sem	-	8723763947	<i>Jeevan</i>
22	BANUPRAKASH	BCA	V th Sem	B	7795891395	<i>Banuprakash</i>
23	Madan.M.R	BSC	V th Sem	-	9591257378	<i>Madan</i>
24	Vinay.S	BSC	V th Sem	-	8861237259	<i>Vinay</i>
25						

Total No. of Students Attended: *24*

Signature of the Teacher In Charge: *SARA TAZEEN*

[Signature]
Organizing Secretary

Signature: *[Signature]*

Name: *SARA TAZEEN*

CAREER GUIDANCE WITH SOFT SKILL TRAINING
PROGRAMME

Syllabus: - on areas

Total: 30 hrs

a) Analytical skills for Problem solving b) Aptitude Assessments.

Unit-1	2hrs
1. Analysing the Analytical Ability	
2. Case study	
3. Team Activity	
4. Brainstormin	
Unit -2	2 hrs
1. Drill Down	
2. Brain Teasers	
3. Root Case Analysis	
4. Decision Tree Analysis	
Unit- 3	2 hrs
1. Introduction to Fish Bone- cause & effect	
2. Individual Activities	
3. Pareto Analysis	
4. Assessment Activities / Problems/ Techniques	
Unit- 4	2 hrs
1. Business Communication – Oral	
2. Business Communication- written	
3. Activity learning	
4. Evaluation/ Assessment	
Unit- 5	4 hrs
1. Reading Comprehension, Attention to detail & Aptitude	
2. Reading skills, aptitude Tests	
3. Reading Comprehension practical tests	
4. Evaluation test, Reading skills	

6 hrs

Unit-6

1. Customer Management
 2. A Communication & service
 3. What is customer service?
 4. Business phone Etiquette
 5. Structure of a customer call
 6. Essential skills – Customer service
 7. Empathy, paraphrasing, listening skills
 8. Dealing with different kinds of customers
 9. Customer complaints
 10. Customer service through Email & chat support
- Practice scripts

2hrs

Unit- 7

1. Corporate Etiquette
2. What is corporate Etiquette objectives
3. The Golden Rule (your attitude matters)
4. What must one avoid at the workplace?
5. Importance of being punctual
6. Cubicle Etiquette
7. While in the Elevator
8. At the cafeteria
9. Business Introduction
10. Office Jargons.

Signature of Convenor

Signature of Principal

11. Practice scripts

Unit- 7

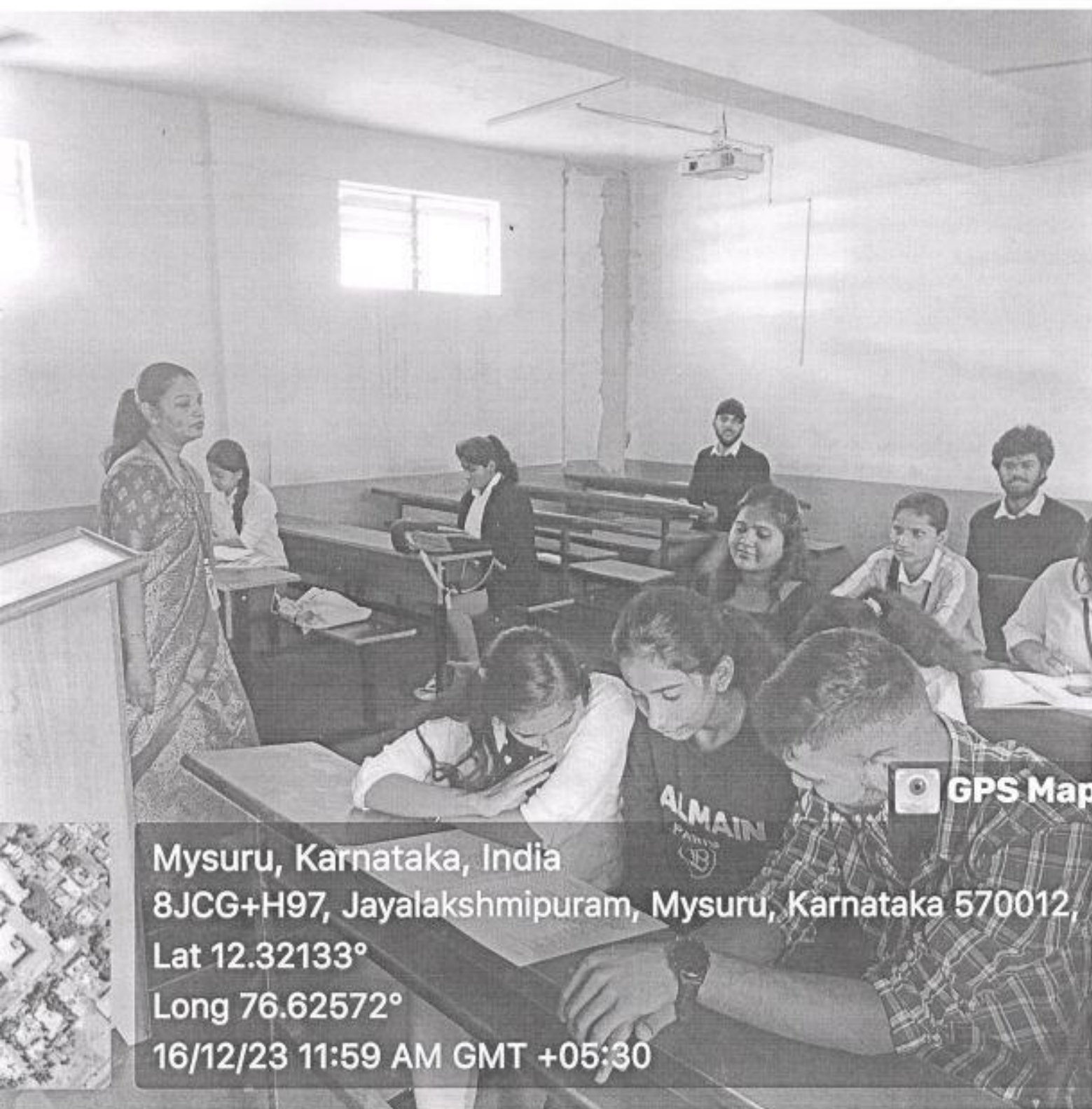
2hrs

1. Corporate Etiquette
2. What is corporate Etiquette objectives
3. The Golden Rule (your attitude matters)
4. What must one avoid at the workplace?
5. Importance of being punctual
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7. While in the Elevator
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9. Business Introduction
10. Office Jargons.

Signature of Convenor



Signature of Principal



 GPS Map

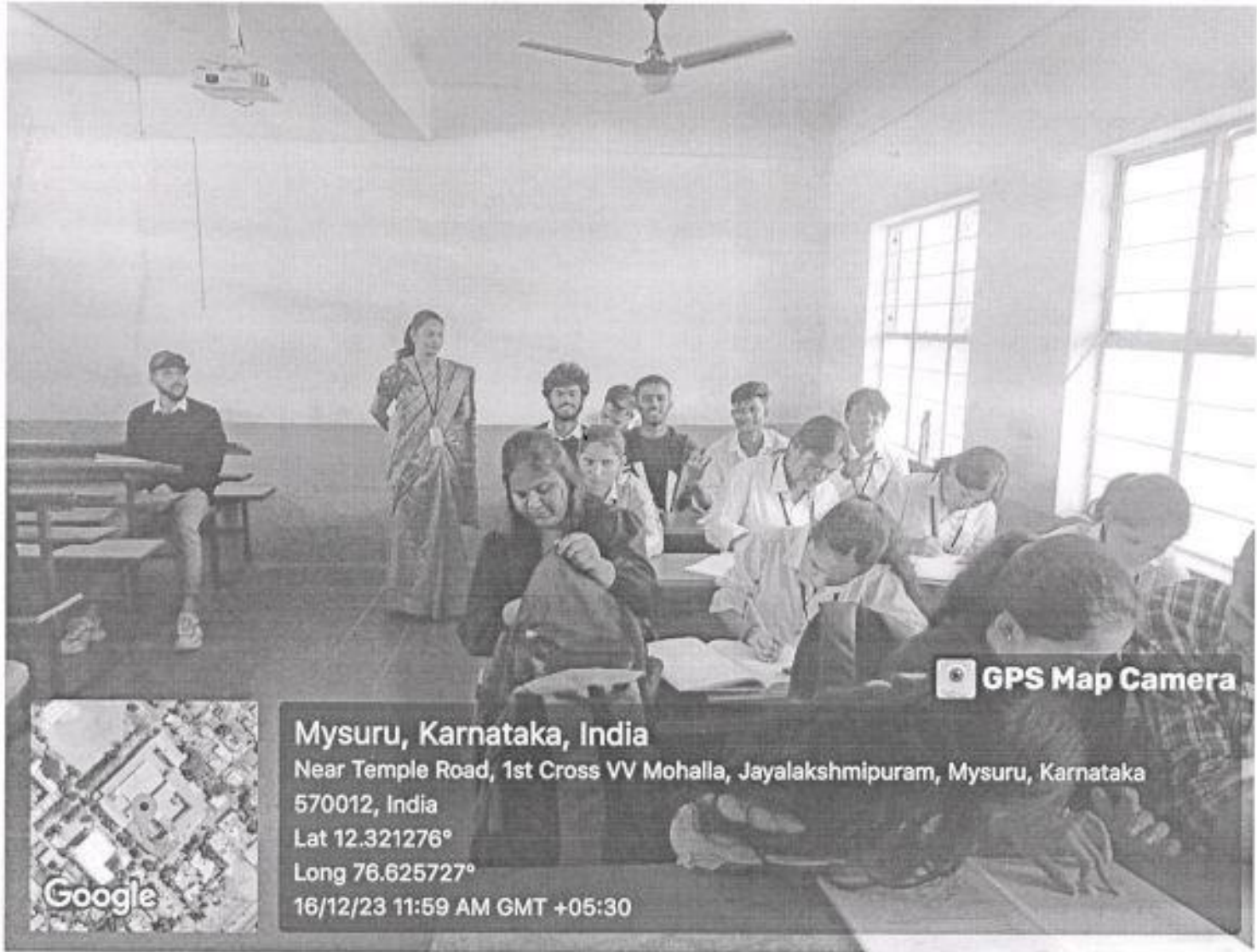
Mysuru, Karnataka, India

8JCG+H97, Jayalakshmipuram, Mysuru, Karnataka 570012,

Lat 12.32133°

Long 76.62572°

16/12/23 11:59 AM GMT +05:30



GPS Map Camera

Mysuru, Karnataka, India
Near Temple Road, 1st Cross VV Mohalla, Jayalakshmpuram, Mysuru, Karnataka
570012, India
Lat 12.321276°
Long 76.625727°
16/12/23 11:59 AM GMT +05:30

Sl no	Name of student	Sept				Oct				Nov				Dec		
		30/9	30/9	7/10	14/10	21/10	28/10	05/10	12/10	19/10	26/10	02/11	09/11	16/11	23/11	30/11
1	Avinash B.N	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	BS manalakshmi															
3	Banu Prakash	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4	Ganari K	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	Indupriyama															
6	Jeevan .R															
7	Kalpana.N															
8	Ashraf Z	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9	Meghana R															
10	Riyanika															
11	Rachitha H.M															

Signature of Convener

Dy
I.A.C co-ordinator

Signature of Principal

Feb

Sl No	Name of Student	9/2	10/2	14/2	17/2	17/2	30
1	Avinash B.N	A	A	A	A	A	14
2	B.S Mahalakshmi						22
3	Banu Prakash						20
4	Gnanani K						22
5	Indupriya.M						26
6	Jeevan TR						16
7	Kalpang V						24
8	Ashraf.Z						22
9	Meghana.R						22
10	Prityanka						22
11	Rachitha H.M						26

Rachitha
Signature of Convener

Rachitha
Signature of Principal

Sl. No.	Names	Sept							Oct				Nov			Dec	
		23/9	30/9	7/10	14/10	21/10	28/10	4/11	11/11	18/11	25/11	2/12	9/12	16/12	23/12	30/12	6/1
12		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
13	Sachith.S	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
14	Soni.C	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
15	Shranya ML	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
16	Sindhu.L	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
17	Sagar E	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
18	Roopashree G	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
19	Madar	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
20	Keerthana K	A	A														
21	Rakshitha HB	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
22	Sahana.V	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B

Signature of Convenor

Dy
T & A C Coordinator

Signature of Principal

SL No	Names of Student	9/12	10/12	17/12	17/12	20
12	Sahana V				S.	22
13	Sachith.S			A	A	14
14	Soni, C					21
15	Shravya N.L					24
16	Shndhu			A	A	16
17	Sagar E			A	A	22
18	Rogashree G				Rs	24
19	Madan	MR	MR	MR	MR	28
20	Keerthana K			A	A	16
21	Rakshitha H.B					24

Signature of Convenor

Signature of Principal



Mahajana Education Society (R.)

Education to Excel

SBRR Mahajana First Grade College (Autonomous)

Jayalakshmpuram, Mysuru - 570 012 Karnataka, INDIA

Affiliated to University of Mysore

Re-Accredited by NAAC with 'A' Grade, College with Potential for Excellence

Career Guidance & Placement Cell

Soft Skill Training Programme

CERTIFICATE

This is to certify that Smt/Sri.

..... has participate

in "Soft Skill Training Programme" held on 23rd September 2023 to 17th February 2024.

*Smt. Sara Tazeen
Convenar
CG & PC*

*Smt. Geeta D
Convenar
NAAC*

*Dr. B.R. Jayakumari
Principal*