



# VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

[Sponsored by Lavu Educational Society]

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.)

Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3

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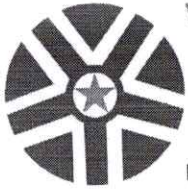
## Language and Communication Skills

Academic Year : : 2019-2020

S.NO	Name of the capability enhancement programs	Number of students Participated	Page Numbers
1	A Seminar on "Professional writing"	256	2
2	A Seminar on "Writing Skills on English Language"	293	14



*[Signature]*  
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Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301  
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VMTW/Admin / Circular /2019-20/ I /01

Date: 14-08-2019

## CIRCULAR

All the 2<sup>nd</sup> year students are here by informed that a seminar is organized on Professional Writing. This Seminar will be conducted by IPSC, Hyderabad.

Date: 17-08-2019

Venue: Seminar Hall

Contact T&P Cell for further information.

Copy to ...

All the Deans  
IQAC  
Admin  
HODs (CSE, IT, ECE, EEE, BS&H)  
Notice Board  
Circulate to Class Rooms  
File



*[Signature]*  
Principal  
Vignans Institute of Management & Technology For Women  
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt) 501301  
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Date: 25-07-2019

To,  
The Principal,  
Vignans Institute of Management and Technology for Women,  
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301

Kind Attn: Mr. K. Sathish, Training & Placement Officer.  
Sub: Revised Proposal for "Professional Writing" Training services for Students  
Dear Sir,

It is indeed a real pleasure to associate with your organization.

As per your request, we are herewith enclosing a revised proposal for training your 2<sup>nd</sup> year B.Tech students. We are proposing a one day's workshop; where in the participants will be refreshed on the importance of Soft-skills, Problem-solving, Emotional intelligence, Motivating employees, Interview management, Development of overall goals and objectives, Leadership Skills, Interpersonal Skills to help them ace the selection process. The detailed topic-wise schedule is enclosed.

Indian Placement Service Center Pvt. Ltd: a brief profile:

1. Sixteen year old company focusing on college related training.
2. Team of trainers with at least 10-35 years training experience.
3. Trained over 30,000 students from 45 colleges.
4. Excellent feedback from students, who attended our programs. (Proof available)

Finally, we would like to say that we have designed, implemented this program, over 500 times, and we assure You it will be a "Life-changing experience" for all the participants.

We look forward to your continued support and we value your trust in us, and we assure you that we'll strive to Deliver our best for the same.

Thanking you;

  
For Indian Placement Service Center,



  
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Vignan Women's <tpo.vmtw@gmail.com>

### Fwd: topics covered from IPSC for Professional Writing-REG

1 message

Vignan Women's <tpo.vmtw@gmail.com>

Tue, Aug 14, 2019 at 04:05 PM


----- Forwarded message -----

From: **venkata sandeep** <sandeep.ipsc@gmail.com>  
Date: Tue, Aug 14, 2019 at 04:05 PM  
Subject: topics covered from IPSC for Professional Writing- REG  
To: <tpo.vmtw@gmail.com>, <vmtw.csehod@gmail.com>

Dear Sir/Madam,

Please find the attachment.

Regards  
Sandeep  
IPSC

 **Topics Covered So Far.pdf**  
137K



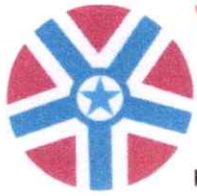
  
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**“Professional Writing”**  
Proposed Schedule for the 2<sup>nd</sup> year students  
Date & Time: 17-08-2019(09:00 AM to 04:00 PM)

S.N	Topic	Time	Training Methodology	Focus Areas	Facilitator
1.	Introduction of Professional Writing	09:00 AM to 10:30AM	Interaction, Projector	Introduction	Mr.K.Venkata Sandeep
10:30 AM to 10:45 AM (Break)					
2	Definition of Professional Writing, Purpose of Professional Writing	10:45 AM to 12:00 PM	Projector, Video activity	Skill Enhancement	Mr.K.Venkata Sandeep
3	Improve your Writing Skills.	12:00 PM to 1:00 PM	Projector, Video activity	Development of Writing Skills	Mr.K.Venkata Sandeep
01:00 to 01:30 PM (Lunch Break)					
4	Business English communication skills,	01:30 PM to 02:30 PM	Projector, Video activity	Development of Communication Skills	Mr.K.Venkata Sandeep
5	Writing Business Letters, Writing professional E-mails	02:30 to 03:30	Projector, Video activity	Development of Writing Skills	Mr.K.Venkata Sandeep
6	Overview and Feedback	03:30 to 04:00	Projector, Video activity	Feedback	Mr.K.Venkata Sandeep



  
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## Training and Placement Cell

Date: 18-08-2019

### Report on "Professional writing"

**Name of the Program:** Professional writing

**Name of the Organization:** Indian Placement Service Center (IPSC)

**Number of students attended:** 256

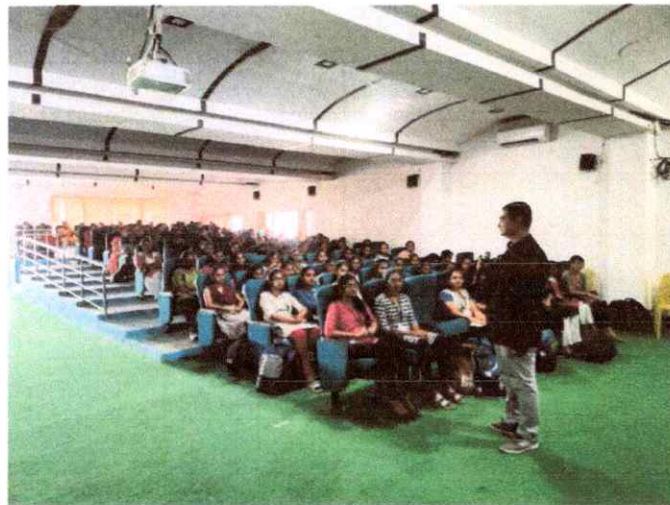
**Date of the program:** 17-08-2019

The T&P organized the program on "Professional writing" in the college on 17-08-2019. Mr.K. Venkata Sandeep, from Indian Placement Service Center (IPSC) trained the students on "Professional writing", which is a significant skill required to communicate effectively at the work place in their career.

The trainer has completed the Introduction of Professional Writing, Definition of Professional Writing, Purpose of Professional Writing, Improve your Writing Skills in Session-1.

In Session-2 he has given detailed explanation about Business English communication skills, Writing Business Letters, Writing professional E-mails

The session was conducted successfully with the coordination of the faculty members of BS & H, and T & P Co-ordinators.



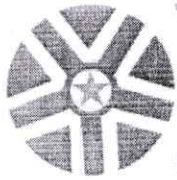
During the session Mr. K.Venaka Sandeep

Vignan's Institute of Management and Technology for Women, kondapur(V), Hyderabad, Medchal Dist-501301	
Latitude	16.19079 <sup>0</sup>
Longitude	79.01402 <sup>0</sup>



*Vijaytha*  
Co-ordinator

*Vignan*  
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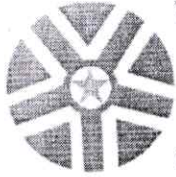
Awareness program on "Professional writing" (17-08-2019)

### Attendance Sheet

S.NO	Roll No	Name of the Student	Branch
1	18UP1A0201	ALWA JYOSHNA	EEE
2	18UP1A0202	BONTHALA HIMA BINDU	EEE
3	18UP1A0203	DENDE MANASA	EEE
4	18UP1A0204	DOKKU VATSALYA	EEE
5	18UP1A0205	GOLLA SWATHI	EEE
6	18UP1A0206	TARLADA JAHNAVI	EEE
7	18UP1A0207	JORIGE NAVYA	EEE
8	18UP1A0208	KANNEKANTI LALITHA	EEE
9	18UP1A0209	KARANAM MEGHANA	EEE
10	18UP1A0210	KOMMURI VARSHA	EEE
11	18UP1A0211	L SHIREESHA	EEE
12	18UP1A0212	MANNE SAI NANDINI	EEE
13	18UP1A0213	PARVATHA LALITHA DEVI	EEE
14	18UP1A0214	SANA BEGUM	EEE
15	18UP1A0215	SUDIREDDY SNEHA LATHA	EEE
16	18UP1A0216	TADIKAMALLA SUSHMA	EEE
17	18UP1A0217	THOTAKURA SRILEKHA	EEE
18	18UP1A0218	UPPALA GEETHA RANI	EEE
19	18UP1A0219	UPPALA GOWTHAMI RANI	EEE
20	19UP5A0201	BUDIDA HIMABINDU	EEE
21	19UP5A0202	DORASHETTY SOWMYA	EEE
22	19UP5A0203	G. SAI PRASANNA	EEE
23	19UP5A0204	GOPIREDDY ANJALI	EEE
24	19UP5A0205	GUBBA SUPRIYA	EEE
25	19UP5A0206	KAMUNIPELLI YAMINI	EEE
26	19UP5A0207	MADIHA KULSUM	EEE
27	19UP5A0208	MARTHA NEETHU	EEE
28	19UP5A0209	TOLUGUDLA SRUJANA	EEE
29	19UP5A0210	VAVILALA NITHYA	EEE
30	18UP1A0401	ADDANKI DHARANI	ECE
31	18UP1A0402	ADUSUMILLI SRILASYA	ECE
32	18UP1A0403	ARROJU VAISHNAVI	ECE
33	18UP1A0404	BANDARI MOUNIKA	ECE
34	18UP1A0405	BATTULA SANGEETHA	ECE
35	18UP1A0406	CHINTAKUNTA RASAGNA	ECE
36	18UP1A0407	D. SOUJANYA	ECE
37	18UP1A0408	DESHAM SRIVANI	ECE
38	18UP1A0409	DIGAJARLA SNEHITHA	ECE
39	18UP1A0410	GAMPALA MADHURI	ECE



*[Signature]*  
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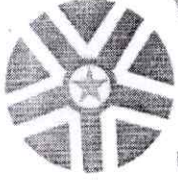


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41	18UP1A0413	GANNA KAVYA	ECE
42	18UP1A0414	GATTU MOUNIKA	ECE
43	18UP1A0415	GIRINENI DIVYA	ECE
44	18UP1A0416	GUNDA BHARGAVI	ECE
45	18UP1A0417	GUNTUPALLI MIDHUNA	ECE
46	18UP1A0418	GURUGUBELLI SUSHMA	ECE
47	18UP1A0419	JAGINI SHARANYA	ECE
48	18UP1A0420	JANAGAMA SRIVIDHYA	ECE
49	18UP1A0421	JOGIRAJU AKSHARA	ECE
50	18UP1A0422	JONNALAGADDA DEEPTHI	ECE
51	18UP1A0423	K HARIPRIYA	ECE
52	18UP1A0424	KANCHARLA SRUTHI	ECE
53	18UP1A0425	KONAMUTLA JHANSI	ECE
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55	18UP1A0427	KOTHA SWATHI	ECE
56	18UP1A0428	KOTLA SONY	ECE
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67	18UP1A0439	N RUPARANI	ECE
68	18UP1A0440	NACHU SHIVANI	ECE
69	18UP1A0441	PABBA LAVANYA	ECE
70	18UP1A0442	PEDDI AISHWARYA	ECE
71	18UP1A0443	PULUSANI VARSHITHA	ECE
72	18UP1A0444	R.JAHNAVI REDDY	ECE
73	18UP1A0445	SAMALA POOJA	ECE
74	18UP1A0446	SHAIK ZEENATH	ECE
75	18UP1A0447	S.AISHWARYA	ECE
76	18UP1A0448	SUKKA SHARANYA	ECE
77	18UP1A0449	S. AMOOL SIRI	ECE
78	18UP1A0450	TANGUTURI NIHARIKA	ECE
79	18UP1A0451	VEERAMALLA MANASA	ECE
80	18UP1A0452	VUPPUGANDLA SREEJA	ECE
	18UP1A0453	YELLOJU SRAVANI	ECE
	19UP5A0401	ABRABOINA SAIKUMARI	ECE



*[Signature]*  
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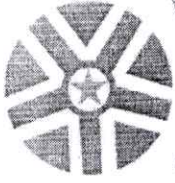
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94	18UP1A0459	B ABHIGNA	ECE
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97	18UP1A0462	C KAVYA SREE	ECE
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107	18UP1A0473	KODALI RUPA	ECE
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110	18UP1A0476	K. SAI SOWJANNYA	ECE
111	18UP1A0477	M SATHWIKA REDDY	ECE
112	18UP1A0478	MANDALA SHRESTA	ECE
113	18UP1A0479	MARAMPALLY APOORVA	ECE
114	18UP1A0480	M. VASANTHA LAXMI	ECE
115	18UP1A0481	M. YOSHITHA	ECE
116	18UP1A0482	NANDYALA VARSHITHA	ECE
117	18UP1A0483	P. MEHER SESHASREE	ECE
118	18UP1A0484	PESARU SHIVANI	ECE
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*2/2/21*  
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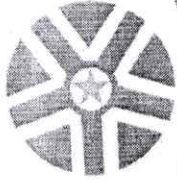
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142	19UP5A0413	S. AKHILA	ECE
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144	186P1A0539	R SRI VAISHNAVI	CSE
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157	18UP1A0513	GUJJA HARSHITHA REDDY	CSE
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167	18UP1A0524	M.SRAVANI	CSE
168	18UP1A0525	MIRIYALA RESHIKA	CSE



*Handwritten signature*  
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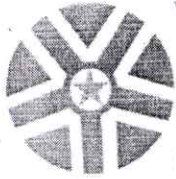


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171	18UP1A0528	M. NAGA LAKSHMI	CSE
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173	18UP1A0530	NANGUNURI AKHILA	CSE
174	18UP1A0531	NEELAM VINEELA	CSE
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176	18UP1A0533	PALVAI NIKHITHA	CSE
177	18UP1A0534	PANJALA CHANDANA	CSE
178	18UP1A0536	PASHAM SHRAVANI	CSE
179	18UP1A0537	PASUNUTI SINDHU	CSE
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185	18UP1A0544	SAI MOUNIKA VIYYAPU	CSE
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188	18UP1A0547	S. MANEESHA	CSE
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195	18UP1A0554	VOLLOJU JAGADESHWARI	CSE
196	18UP1A0555	VUNNAM SUSHMITHASIRI	CSE
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198	18UP1A0557	M. ESWARI SAI SARAYU	CSE
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202	18UP1A0561	ANKAM JASWITHA	CSE
203	18UP1A0562	A. BHAGYA CHANDANA	CSE
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212	18UP1A0571	GUNDA ABHI SRI	CSE



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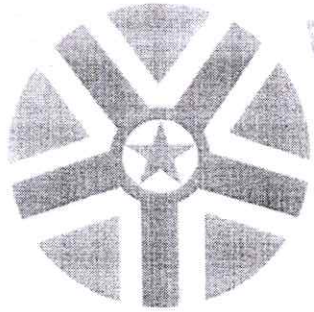
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252	18UP1A05B2	VINJAMURI NAVYA	CSE
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	19UP5A0502	SEVELLA SRAVANTHI	CSE



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## CERTIFICATE OF PARTICIPATION

This is to certify that Ms. D. Sowmya.....

Roll No. 19.U.P.5A0.202 of VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN has attended the Awareness Programme on "PROFESSIONAL WRITING" held on 17<sup>th</sup> AUGUST, 2019, organized by INDIAN PLACEMENT SERVICE CENTER, Hyderabad..



J. Jiyathe  
Co-Ordinator

[Signature]  
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VMTW/Admin/Circular/2019-20/1/2

Date: 03-01-2020

## CIRCULAR

All the 1<sup>st</sup> year students are here by informed that Department of Basic Science and Humanities is organizing a Seminar on “Writing Skills in English Language”, as per the details below.

**Date:** 06-01-2020

**Speaker:** Mrs. Suzan Shalini, Assistant Professor, BS & H Dept

**Venue:** Seminar Hall

**Coordinator:** MD. Khaleel Akthar, Assistant Professor, BS & H Dept

For more details contact coordinator

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## Department of Basic Science and Humanities

Date: 08-01-2020

### Report on "Writing Skills in English Language"

**Name of the Program:** "Writing Skills in English Language"

**Name of the Dept:** Dept of BS&H

**Date of the program:** 06-01-2020

The Dept of Bs&H organized the Seminar on "Writing Skills in English Language" in the college on 06-01-2020.

Mrs.Suzan Shalini, Assistant Professor of English educated the students on the activates like Reading Comprehension, Writing Skills, Communication Competency, Presentation Skills And Group Discussion and Interview Skills. The program builds confidents to the students.

In this session total Number of students attended 293, and each divided into batches and each batch having 40 students participated in this session.

The session was conducted successfully with the coordination of the faculty members of BS & H and Students are benefited.



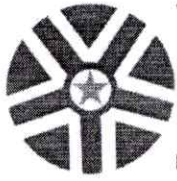
During the session Mrs.Suzan Shalini

Vignan's Institute of Management and Technology for Women, kondapur(V), Hyderabad, Medchal Dist-501301	
Latitude	19.01803 <sup>0</sup>
Longitude	80.18675 <sup>0</sup>



Co-ordinator

  
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## Department of Basic Science and Humanities

Seminar on "Writing Skills in English Language" on 06-01-2020

### Attendance Sheet

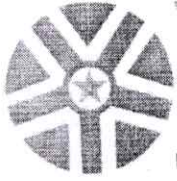
S.No.	Roll Number	Name of the Student	Branch
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2	19UP1A0402	BANDI RASAGNA	ECE
3	19UP1A0403	BASWA VIGNATHA	ECE
4	19UP1A0404	BELLI PAVANI	ECE
5	19UP1A0405	B V SHIVA KEERTHIKA	ECE
6	19UP1A0406	DIWAKARLA SAI LAKSHMI SRAVYA	ECE
7	19UP1A0407	GAJULA ABHIGNA	ECE
8	19UP1A0408	GADDAM LIKHITHA	ECE
9	19UP1A0409	GIRUGUBOTHALA SAI DEEPTHI	ECE
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26	19UP1A0426	P SINDHU	ECE
27	19UP1A0427	RAJPUTH MAHESHWARI SINGH	ECE
28	19UP1A0428	ROWTHU PALLAVI	ECE
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39	19UP1A0439	VANAM ASHVITHA REDDY	ECE
40	19UP1A0440	VANKUDOTH SANGITHA	ECE
41	19UP1A0441	V LAXMI VASUNDHARA	ECE



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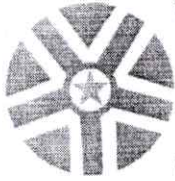
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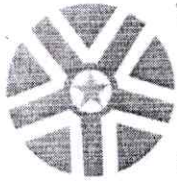


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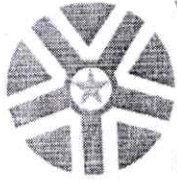


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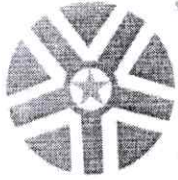
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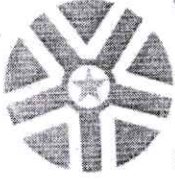


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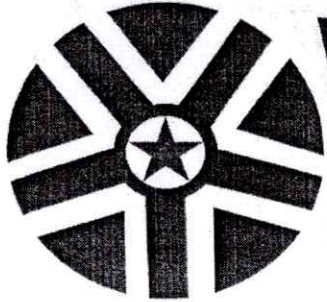


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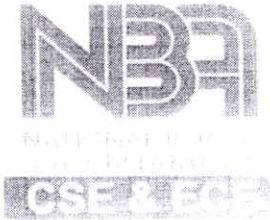
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Accredited By



## CERTIFICATE OF PARTICIPATION

This is to certify that Ms. G. PREETHI

Roll No. 19.UPIA0514 of VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN has attended a seminar on "WRITING SKILLS IN ENGLISH LANGUAGE" held on **6<sup>TH</sup> JANUARY, 2020**, organized by the Department of Basic Sciences and Humanities.

Co-Ordinator 



HoD, BS&H 

  
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