



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

5.1.2—LIST OF SOFT SKILLS

S. No	Academic Year	No of Students Enrolled	Name of the Program Conducted
1	2022-23	130	Certificate course on Critical Thinking and Conflict Resolution
2	2021-22	124	Certificate Course in Professionalism and work ethics
3	2020-21	120	Online certificate course in Empathy and Interpersonal Communication
4	2019-20	120	Certificate course in Adaptability & Emotional Intelligence
5	2018-19	120	Certificate Course in Leadership Qualities and Communication Skills

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Keshav Memorial Institute of Commerce & Sciences,

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College Code No: 1110/318



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2022-23

Certificate course on "Critical Thinking and Conflict Resolution"

Circular

KESHAV MEMORIAL INSTITUTE OF COMMERCE AND SCIENCES

Department of English

CIRCULAR

Date: 15-10-2022

To: Students

Subject: Certificate Course on "Critical Thinking and Conflict Resolution"

We are pleased to announce the commencement of a certificate course on "Critical Thinking and Conflict Resolution". In today's complex and dynamic world, the ability to think critically and resolve conflicts effectively is crucial for personal and professional success. Recognizing the importance of these skills, the college has organized a specialized course to equip our students with the essential competencies in critical thinking and conflict resolution.

Course Details:

Title: Critical Thinking and Conflict Resolution

Duration: October 17, 2022, to November 24, 2022

Time: 2.30PM

Venue: Seminar hall

This course aims to enhance participants' critical thinking abilities and equip them with practical strategies for resolving conflicts in various contexts. Through interactive sessions, case studies, and experiential learning activities, participants will develop the skills to analyse situations critically, manage conflicts constructively, and foster positive relationships.

The course curriculum includes:

1. Understanding Critical Thinking: Concepts and Principles
2. Developing Analytical and Problem-Solving Skills
3. Strategies for Effective Conflict Resolution
4. Communication Techniques for Diffusing Conflict
5. Negotiation and Mediation Skills
6. Building Collaborative Relationships

The sessions will be facilitated by experienced faculty members and experts in the fields of critical thinking and conflict resolution.

Certificate:

Participants who successfully complete the course will be awarded a certificate

Thank you.

Sincerely,

Department of English
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Report On Certificate Course in "Critical Thinking and Conflict Resolution"

Date: 2022-2023

Speaker: Mrs. A. Anupama

Audience: 1st year students

Convenor: C. Sanjana, Dept. of English

Mrs. A.Anupama, Head Dept.of English, Badruka College of Commerce and Arts, delivered an enlightening presentation on Critical Thinking and Conflict Resolution, addressing vital skills essential for personal and professional growth among graduation students. She initiated the session by defining critical thinking as the ability to analyze, evaluate, and interpret information objectively, emphasizing its importance in decision-making and problem-solving processes. Through compelling examples and anecdotes, she illustrated how critical thinking enhances reasoning and fosters innovation. Around **130** students were benefitted.

Furthermore, Mrs. A.Anupama Madam delved into the intricacies of conflict resolution, highlighting its significance in maintaining harmonious relationships and fostering collaboration. She delineated various approaches to conflict resolution, including negotiation, mediation, and compromise, stressing the importance of empathy and effective communication in reaching mutually acceptable solutions.

Mrs. A.Anupama Madam actively engaged the audience throughout the presentation, incorporating interactive exercises and group discussions to encourage participation and application of critical thinking skills in practical scenarios. She provided guidance on identifying biases and logical fallacies, empowering the students to approach challenges with clarity and discernment.

In conclusion, Mrs. A.Anupama Madam's presentation on Critical Thinking and Conflict Resolution left a lasting impact on the graduation students, equipping them with valuable tools to navigate complex situations with tact and diplomacy. The audience expressed appreciation for her insightful insights and departed with a renewed sense of confidence in their ability to address conflicts constructively and think critically in their academic and professional pursuits.

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2021-22

Certificate Course in "Professionalism and work ethics"

Circular

KESHAV MEMORIAL INSTITUTE OF COMMERCE AND SCIENCES

Department of English

CIRCULAR

Date: 29-11-2021

To: All Faculty Members and Students

Subject: Certificate Course on "Professionalism & Work Ethics"

We are delighted to announce the commencement of a certificate course on "Professionalism & Work Ethics". In today's competitive world, professionalism and strong work ethics are essential qualities that contribute to success in both personal and professional spheres. Recognizing the significance of these attributes, the college has organized a specialized course to equip our students with the necessary skills and principles of professionalism and work ethics.

Course Details:

Title: Professionalism & Work Ethics

Duration: December 1, 2021, to February 24, 2021

Time: 2.30PM

Venue: Seminar Hall

This course aims to provide participants with a comprehensive understanding of professionalism and work ethics and their application in various professional settings. Through a blend of theoretical knowledge, practical exercises, case studies, and interactive discussions, participants will develop the skills and mindset required to maintain high standards of professionalism and ethical conduct in their future careers.

The course curriculum includes:

1. Understanding Professionalism: Definition and Key Characteristics
2. Ethical Decision Making in the Workplace
3. Professional Communication and Etiquette
4. Time Management and Productivity
5. Teamwork and Collaboration
6. Handling Challenges and Maintaining Integrity

The sessions will be facilitated by experienced faculty members and industry professionals who specialize in the fields of professionalism and work ethics.

Certificate:

Participants who successfully complete the course will be awarded a certificate

Thank you.

Sincerely,
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Report On Certificate Course in "Professionalism and work ethics"

Date: 2021-2022

Speaker: Manish, Research scholar, EFLU

Audience: IInd year students

Convenor: V. Snigdha, Dept. of English

The English department recently offered a certificate course on "Professionalism and Work Ethics" to enhance workplace competencies. Expert speakers discussed integrity, accountability, and effective communication, while workshops provided practical insights into navigating workplace challenges. Participants engaged in discussions and case studies, learning to maintain professionalism amidst ethical dilemmas and interpersonal conflicts. The course emphasized the significance of work ethics in fostering positive work environments and achieving organizational goals. Attendees left equipped with strategies for enhancing their professional image through polished communication and ethical decision-making. Feedback from participants was overwhelmingly positive, highlighting the course's value in preparing them for various professional scenarios. Around **124** students were benefitted.



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2020-21

Online certificate course in "Empathy and Interpersonal Communication"

Circular

KESHAV MEMORIAL INSTITUTE OF COMMERCE AND SCIENCES

Department of English

CIRCULAR

Date: 25-11-2020

To: and Students

Subject: Certificate Course on "Empathy & Interpersonal Communication"

We are pleased to announce the commencement of a certificate course on "Empathy & Interpersonal Communication" Effective communication and the ability to empathize are fundamental skills that play a crucial role in personal and professional relationships. Recognizing the importance of these skills, the college has organized a specialized course to empower our students with essential competencies in empathy and interpersonal communication.

Course Details:

Title: Empathy & Interpersonal Communication

Duration: November 30, 2020, to December 23, 2020

Time: 2.10PM

Venue: seminar hall

This course aims to equip participants with the knowledge and practical tools to cultivate empathy and enhance interpersonal communication skills. Through a combination of theoretical insights, experiential learning, and interactive exercises, participants will develop a deeper understanding of human emotions, learn effective communication techniques, and build strong interpersonal connections.

The course curriculum includes:

- 1.Understanding Empathy: Definition and Importance
- 2.Developing Empathetic Listening Skills
- 3.Non-verbal Communication and Body Language
- 4.Effective Verbal Communication Techniques
- 5.Conflict Resolution and Negotiation Skills

The sessions will be facilitated by experienced faculty members and communication experts who specialize in the fields of empathy and interpersonal communication.

Certificate:
Participants who successfully complete the course will be awarded a certificate
Thank you.

Sincerely,

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K. Someshwara Rao

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Report on Online certificate course in "Empathy and Interpersonal Communication"

Date: 2020-2021

Speaker: Prof. Suresh Kumar, Nizam College

Audience: IInd year students

Convenor: Madhuri Thaide, HOD, Dept. of English

The English department recently conducted an online certificate course on "Empathy & Interpersonal Communication," aimed at nurturing essential skills for effective human interaction. Expert facilitators delved into the nuances of empathy and its role in fostering meaningful connections in both personal and professional spheres. Through interactive modules and virtual discussions, participants explored techniques to enhance empathetic communication, including active listening and perspective-taking.

The course also addressed the significance of empathy in resolving conflicts and building strong interpersonal relationships. Practical exercises provided attendees with opportunities to apply newfound skills in real-world scenarios, fostering empathy-driven communication strategies.

Feedback from participants indicated a profound appreciation for the course content and its practical applicability in various contexts. Many expressed gratitude for the opportunity to refine their interpersonal communication skills and deepen their understanding of empathy's transformative power in fostering genuine connections. Overall, the certificate course received accolades for its relevance and effectiveness in promoting empathetic communication competencies. Around **120** students attended .

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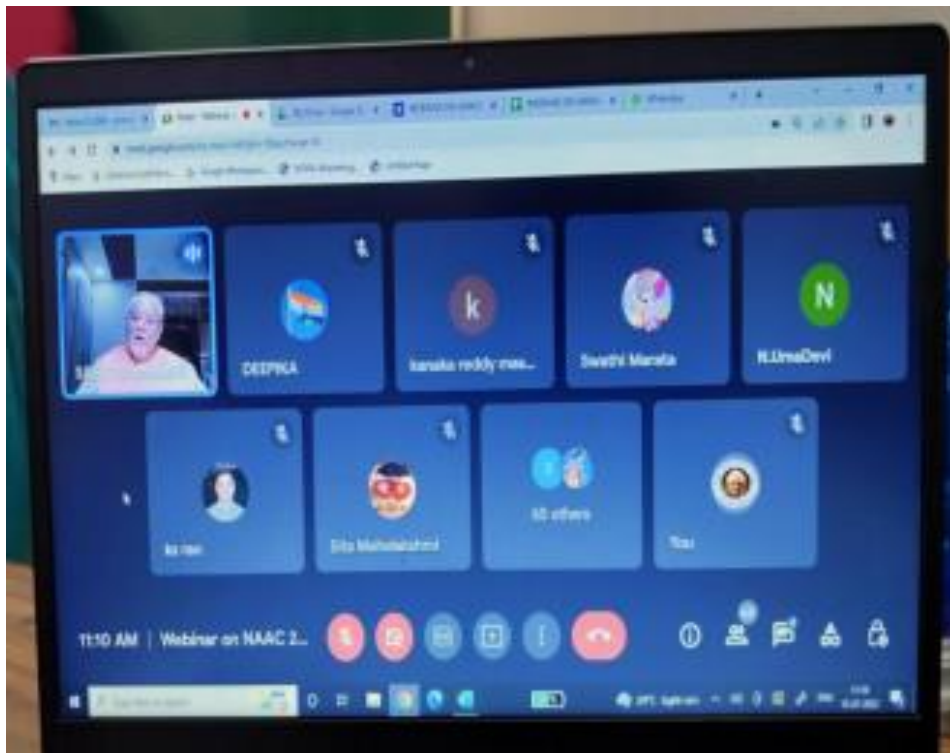
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2019-20

Certificate course in Adaptability & Emotional Intelligence

Circular

KESHAV MEMORIAL INSTITUTE OF COMMERCE AND SCIENCES

Department of English

CIRCULAR

Date: 11.01.2020

To: Students

Subject: Certificate Course on "Adaptability & Emotional Intelligence"

We are pleased to announce the certificate course on "Adaptability & Emotional Intelligence" in our campus. In today's dynamic world, possessing adaptability and emotional intelligence has become imperative for personal and professional success. Understanding this need, the college has curated a specialized course to equip our students with essential skills in these areas.

Course Details:

- Title: Adaptability & Emotional Intelligence
- Duration: 17.01.2020 to 25.02.2020
- Time: 2:10pm
- Venue: Seminar Hall

This course aims to enhance participants' understanding and application of adaptability and emotional intelligence in various aspects of life. Through interactive sessions, case studies, and practical exercises, participants will develop skills to navigate challenges, manage stress, communicate effectively, and foster positive relationships.

The course curriculum includes:

1. Understanding Adaptability and its Significance(6hrs)
2. Developing Emotional Intelligence Skills(6hrs)
3. Strategies for Managing Change and Uncertainty(6hrs)
4. Enhancing Interpersonal Communication(6hrs)
5. Building Resilience and Coping Mechanisms(6hrs)

The sessions will be conducted by experienced faculty members and industry experts who specialize in the fields of adaptability and emotional intelligence.

Certificate:

Participants who successfully complete the course will be awarded a certificate

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Report on Certificate course in "Adaptability & Emotional Intelligence" Presentation by Niveditha

Date:2019-2020

Presenter: Ms. Niveditha Madam

Audience: III Year students

Convenor: L. Deepika, Dept. of English

The presentation delivered by Ms. Niveditha, (Asst.Professor, Dept. of Humanities, KMIT) on Adaptability & Emotional Intelligence provided valuable insights into crucial skills necessary for success in both personal and professional spheres. Ms. Niveditha began by defining adaptability as the ability to adjust to new conditions and situations effectively. She emphasized the importance of being flexible in the face of change, citing real-life examples to illustrate the significance of adaptability in various scenarios. Around **120** students were benefitted.

Furthermore, Ms. Niveditha delved into the concept of emotional intelligence (EI), highlighting its role in understanding and managing one's emotions and those of others. She stressed the correlation between high EI and success, explaining how individuals with strong emotional intelligence are better equipped to navigate challenges and build meaningful relationships. Throughout the presentation, Ms. Niveditha engaged the audience with interactive exercises and thought-provoking questions, encouraging self-reflection and discussion. She provided practical strategies for enhancing adaptability and EI, such as practicing mindfulness, seeking feedback, and fostering empathy.

In conclusion, Ms. Niveditha's presentation on Adaptability & Emotional Intelligence was both informative and inspiring. It left the graduation students with a deeper understanding of these essential skills and equipped them with valuable tools to thrive in an ever-changing world. The audience expressed appreciation for the practical insights shared and left feeling motivated to cultivate adaptability and emotional intelligence in their own lives.


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2018-19

Certificate Course In "Leadership Qualities and Communication Skills"

Circular

KESHAV MEMORIAL INSTITUTE OF COMMERCE AND SCIENCE

Department of English

CIRCULAR

Date: 20-10-2018

To: Students

Subject: Certificate Course on "Leadership Qualities and Communication Skills"

We are delighted to announce the commencement of a certificate course on "Leadership Qualities and Communication Skills". Effective leadership and strong communication skills are essential for success in both personal and professional endeavours. Recognizing the importance of these attributes, the college has organized a specialized course to equip our students with the necessary skills and qualities.

Course Details:

Title: Leadership Qualities and Communication Skills

Duration: September 24, 2018, to October 29, 2018

Time: 2.30PM

Venue: Seminar hall

This course aims to develop participants' leadership abilities and enhance their communication skills, enabling them to become effective leaders and communicators in various settings. Through a combination of theoretical insights, practical exercises, and interactive discussions, participants will acquire the knowledge and techniques needed to inspire and influence others positively.

The course curriculum includes:

1. Understanding Leadership: Traits and Styles
2. Effective Communication Strategies
3. Public Speaking and Presentation Skills
4. Interpersonal Communication and Relationship Building
5. Conflict Resolution and Negotiation
6. Emotional Intelligence and Self-awareness

The sessions will be facilitated by experienced faculty members, industry experts, and guest speakers who specialize in leadership development and communication skills.

Certificate:

Participants who successfully complete the course will be awarded a certificate

Thank you.

Sincerely,

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Report On Certificate Course In “Leadership Qualities and Communication Skills”

Date: 2018-2019

Presenter: Sri. Jawahar Lal Nehru

Audience: II Ird Year students

Convenor: Lakshmi Prasanna, Dept. of English

Students who are Class Representatives are doing a commendable job as liaison between the Faculty and the students. It indeed helps in proper communication without any bottlenecks. These students who volunteered have inherent leadership qualities. Around **120** students were benefitted. To hone their innate talent a 60 hours Certificate Course on Leadership Qualities and Communication Skills was held from 23/08/2018. The Resource person who trained these students was Sri. Jawahar Lal Nehru, eminent Psychologist and motivational Speaker. All the students enjoyed the course and drew inspiration to become good leaders. The Chief Guest of the Valedictory session was Justice L. Narasimha Reddy, President KMES, Chairman -CAT and Chancellor, Central University of Hyderabad. He advised them to put into practice what they have learnt in all these days. Presiding over the function our Principal Dr J. Nageswara Rao motivated the students. Later, Justice L. Narasimha Reddy gave way Certificates to the participants.



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