



## **P. RAMI REDDY MEMORIAL COLLEGE OF PHARMACY**

44/35-1, Prakruthi Nagar, Utukur, Kadapa – 516 003 A.P.

Approved by AICTE & PCI, New Delhi, Recognised by Govt. of A.P.

Affiliated to JNTUA, Ananthapuramu. Recognised U/S 2(f) & 12(B) of UGC Act, 1956.

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### **ACADEMIC YEAR 2020 - 2021**

<b>S. No.</b>	<b>Name of the Capacity Enhance and Skill Enhancement Programme</b>	<b>Date of Implementation</b>
01	A one day workshop on MS Office Tools	09.03.2021
02	Interpersonal Communication and Networking Skills	19.01.2021 To 22.01.2021
03	Stress Management	02.12.2020
04	A Three day workshop on speaking and writing skills	08.12.2020 To 10.12.2020



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DATE: 23.01.2021

## REPORT

Program title : **Interpersonal Communication and Networking Skills**  
Date : **19.01.2021 To 22.01.2021**  
Time : 10:00 AM To 1:00 PM

### **Resource person details**

Name of speaker : Dr. S. Adi Narayana Reddy  
Designation : Associate Professor  
Place : Yogi Vemana University, Kadapa, Andhra Pradesh.  
Contact details : 9491310368

The program focused on enhancing participants' abilities to communicate effectively and build valuable networks, preparing them for success in their academic and future careers.

- ✓ The first day introduced Foundations of Interpersonal Communication
- ✓ On day two, students learned to tailor their communication styles to different situations and audiences.
- ✓ The third day centered on networking skills, teaching participants how to build and maintain professional relationships.
- ✓ The final day addressed communication challenges such as conflict resolution and managing difficult conversations.

The session was successful with following outcomes

- ✧ Participants developed effective communication skills, enabling them to express ideas confidently and build stronger connections with others.
- ✧ Students learned the art of networking and expanding their professional circles, opening up opportunities for career development.
- ✧ As a result of improved communication and networking skills, students reported increased self-assurance in both academic and social settings.
- ✧ The session helped students project a positive and professional image, fostering greater respect and recognition among peers and potential employers.

The "Interpersonal Communication and Networking Skills" four-day session proved highly valuable for college students. Equipped with enhanced communication techniques and networking strategies, participants are now better prepared to navigate the complexities of interpersonal interactions in various aspects of their lives.

*Raloni*  
**PROGRAM COORDINATOR**

*S. S. Chaitanya*  
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DATE: 11.12.2020

## REPORT

Program title : A Three day workshop on speaking and writing skills  
Date : 08.12.2020 To 10.12.2020  
Time : 3:00 PM to 5:00PM

### **Resource person details**

Name of speaker : Mr. N. Raghunath Reddy  
Designation : Assistant professor  
Place : H & S Department, KSRM college of Engineering,  
Kadapa.  
Contact details : 9063758685

The session was started by program Coordinator by making resource person familiar to the students.

### **Workshop Highlights:**

#### **Day 1 - Speaking Skills**

- ✓ Importance of effective communication
- ✓ Overcoming stage fear and building confidence
- ✓ Public speaking tips and techniques
- ✓ Interactive sessions and practice exercises

#### **Day 2 - Writing Skills**

- ✓ Fundamentals of good writing
- ✓ Structuring your thoughts and ideas
- ✓ Grammar and punctuation essentials
- ✓ Hands-on writing exercises and group discussions

#### **Day 3 - Integration and Application**

- ✓ Combining speaking and writing skills
- ✓ Storytelling for impactful communication
- ✓ Group activities and presentations
- ✓ Certificates and recognition for active participation

### **By attending to the session students were benefited in following aspects**

- Development of clear and concise communication skills
- Built confidence in expressing self
- Learnt techniques for impactful writing



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The session ended with positive feedback and heart felt gratitude to the resource person.

*D. Vasu Devi*

**PROGRAM COORDINATOR**

*S. Subramanian*  
**PRINCIPAL**

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Date: **03.12.2020**

### REPORT

Program title : Stress Management  
Date : 02.12.2020  
Time : 10.00 AM to 1.00 PM

#### **Resource person details**

Name of speaker : Achityananda Swamiji  
Designation : Motivational Speaker  
Place : Ramakrishna mission  
Contact details : 9109286124

The objective of this session was to educate students about effective techniques and strategies to manage stress, enhance well-being, and promote a balanced lifestyle.

The session began by explaining the concept of stress, its causes, and its impact on physical and mental health.

- Students were guided in identifying common stress triggers and understanding their individual stressors.
- The session addressed the specific stressors faced by students in their academic journey and offered coping mechanisms.
- Various stress management techniques, such as mindfulness, deep breathing, and time management, were introduced.
- The importance of regular exercise, nutrition, and adequate sleep in managing stress was emphasized.
- Students learned about building emotional resilience to handle challenging situations effectively.
- The significance of seeking social support from friends, family, and campus resources during stressful times was discussed.
- Relaxation exercises, meditation, and progressive muscle relaxation techniques were demonstrated.
- Students were encouraged to strike a balance between academic commitments and personal life to reduce stress levels.



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- Mindful awareness exercises were introduced to cultivate present-moment focus and reduce anxiety.

The "Stress Management" session provided valuable insights into understanding and addressing stress-related issues faced by students. Participants gained practical tools to manage stress and improve their overall well-being.

  
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DATE: 10.03.2021

## REPORT

Program title : **A one day workshop on MS Office Tools**

Date : 09.03.2021

Time : 10.00 AM to 1.00 PM

### **Resource person details**

Name of speaker : Mr. R. Manohar

Designation : Associate Professor, Department of Pharmacology

Place : P. Rami Reddy Memorial College of Pharmacy

Contact details : 9963085878

The workshop aimed to provide students with practical skills and knowledge related to various Microsoft Office applications.

### **Objectives:**

- ✓ Familiarization with MS Office Tools: To introduce participants to the various applications in the Microsoft Office suite, including Microsoft Word, Excel, PowerPoint, and Outlook.
- ✓ Enhancing Productivity: To help participants understand the features and functions of MS Office tools
- ✓ Hands-on Experience: To provide participants with practical, hands-on experience through interactive sessions and activities.

### **Workshop Highlights:**

**Introduction to MS Office Suite:** The workshop began with an overview of the Microsoft Office suite and its applications. Participants learned about the uses and importance of each tool.

**Microsoft Word:** A detailed session on Microsoft Word covered topics such as formatting, document creation, editing, and collaborative features.

**Microsoft Excel:** Participants were introduced to Excel's functionalities, including creating spreadsheets, basic formulas, data visualization, and analysis.

**Microsoft PowerPoint:** This session focused on creating impactful presentations, utilizing slide layouts, incorporating multimedia, and delivering presentations effectively.

**Microsoft Outlook:** Participants learned about managing emails, calendars, tasks, and contacts efficiently using Microsoft Outlook.



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**Hands-on Activities:** Throughout the workshop, participants engaged in hands-on activities related to each MS Office application, allowing them to practice what they learned.

### **Conclusion:**

The one-day MS Office Tools workshop proved to be an informative and practical event for all participants. It equipped them with valuable skills that can be applied in their academic pursuits and future careers.

**PROGRAM COORDINATOR**

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