



# Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC & NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)  
Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

REF-VJIT/MBA/VAC/2019-2020/1

Date: 19-7-2019

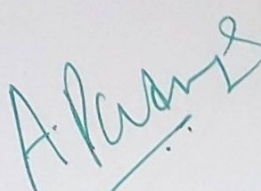
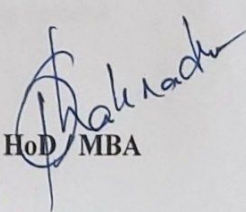
### CIRCULAR

It is to inform to MBA II year students that the department in association with placement department is planning to offer a training and certification course on Advanced Excel for a week period i.e. from 25/7/2019 to 31/7/2019.. Interested students can register and avail the opportunity. All the registered students must attend the classes without fail.

Upon course completion with 65% aggregate students will be awarded with certificates.

#### Copy to:

1. The Principal Office
2. Notice Board
3. I & II MBA Students

  
  
HoD MBA

PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (VIII), C.B. Post.  
Hyderabad-75.



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## MBA Department

### Syllabus For Advanced Excel Course:

#### Overview of the Basics of Excel :

Customizing common options in Excel

Absolute and relative cells

Protecting and un-protecting worksheets and cells

#### Syllabus:

Working with Functions , Writing conditional expressions (using IF) Using functions logical (AND, OR, NOT) , Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX) , VlookUP with Exact Match, Approximate Match, Nested VlookUP with Exact Match , VlookUP with Tables, Dynamic Ranges ,

#### Working with Templates :

Designing structures of templates, Using templates for standardization of worksheets Advanced Excel Course – Data Sorting and Filtering , Sorting tables , multiple-level sorting uses, custom sorting , Filtering data for selected view (AutoFilter) , Use of advanced filter options

**Learning Outcomes:** After the completion of course, the students will be able to:

1. Learn about various Advanced excel tools
2. Practice logical functions.
3. sort and filter the tables.

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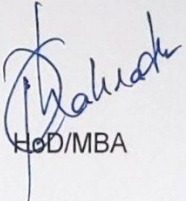
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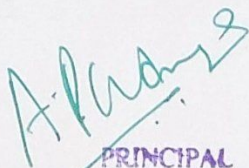
## MBA Department Certification Course "ADVANCED EXCEL"

### List of Registered Students(2019-20)

Sl.No	Student roll no	Name
1	18911E0006	G, MaithriYadav
2	18911E0007	B.Pragathi
3	18911E0010	C.Salomi
4	18911E0011	C.Bhuvaneshwari
5	18911E0012	C.Madhuri
6	18911E0013	G.jyothsna
7	18911E0014	G.S.Dixitha
8	18911E0016	G.Venkatesh
9	18911E0015	G.Saipriya
10	18911E0020	G.Akhila
11	18911E0022	G.Shailaja
12	18911E0026	K.Sravani
13	18911E0028	K.Suzan
14	18911E0027	K.Sanjana
15	18911E0030	K.Bhargavikalyani
16	18911E0032	L.Sowkya
17	18911E0034	M.Likitha
18	18911E0035	M.Sirisha
19	18911E0036	Durga
20	18911E0037	M.Archana
21	18911E0038	M.Achyuthreddy
22	18911E0040	P.SaiTania
23	18911E0042	P.Anvesh
24	18911E0043	P.Aneela
25	18911E0044	Rahul Rajputh
26	18911E0045	R.Rakesh
27	18911E0046	S.Preethi
28	18911E0047	haiksohail
29	18911E0049	S.Abhinav
30	18911E0055	J.GayatriAkhila Devi

  
HOD/MBA

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VJIT(A)

  
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Hyderabad-75.



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## MBA Department

Date:2/8/2019

### Report on Advanced excel training

VJIT, MBA department and Placement & Training departments have conducted a training session for MBA II year 2018-2020 batch students on Advanced excel in collaboration with "Impact education academy of business Accountech". The training is given for one week i.e. 25/7/2019 to 31/7/2019 in VJIT campus. The department placement coordinator Mrs.K.Kavitha has coordinated the training sessions.

Total 30 students were participated and learnt advanced excel tools and their applications in various business streams. After training, students were gone through a test and awarded the certificates.

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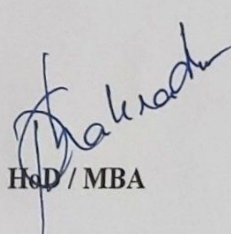
## MBA Department

Date:14 /9/2019

REF-VJIT/MBA/VAC/2019-20/2

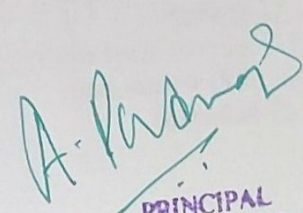
### CIRCULAR

It is to inform to MBA II year students that the department in association with placement department is offering a training course on Soft skills development for three days i.e.19/9/2019 to21/9/2019. Interested students can register and avail the opportunity. All the registered students must attend the classes without fail.

  
HSD / MBA

#### Copy to:

1. The PrincipalOffice
2. NoticeBoard
3. II MBASstudents

  
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## MBA Department

### Course Syllabus –Soft skills development

#### Syllabus for soft skills training:

Development of Proficiency in English :

Practicing oral, Spoken communication skills & testing- Voice, accent, modulation, Word stress etc. feedback and questioning .Objectiveness in Argument

Written Communication Skill Practice for: Errors correction, Making sentences, Paragraph writing practice Making of Sentences

Presentation Skill practice : Preparing in presentation Delivery of presentation

Non – Verbal Communication : Facial Expression , Posture , Gesture , Eye contact, appearance (dress code ).

**Learning Outcomes:** After the completion of course, the students will be able to:

- Improve their soft skills and English Speaking ability.

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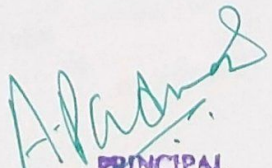
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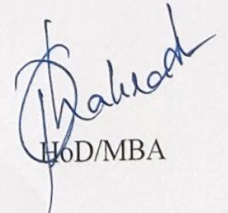
## MBA Department

Certification Course "Soft skills development"

### List of Registered Students(2019-20)

Sl.No	Student roll no	Name
1	18911E0010	C.Salomi
2	18911E0011	C.Bhuvaneshwari
3	18911E0012	C.Madhuri
4	18911E0014	G.S.Dixitha
5	18911E0016	G.Venkatesh
6	18911E0015	G.Saipriya
7	18911E0020	G.Akhila
8	18911E0026	K.Sravani
9	18911E0028	K.Suzan
10	18911E0027	K.Sanjana
11	18911E0030	K.Bhargavikalyani
12	18911E0032	L.Sowkya
13	18911E0034	M.Likitha
14	18911E0036	Durga
15	18911E0038	M.Achyuthreddy
16	18911E0040	P.SaiTania
17	18911E0043	P.Aneela
18	18911E0044	Rahul Rajputh
19	18911E0046	S.Preethi
20	18911E0047	haiksohail
21	18911E0049	S.Abhinav
22	18911E0055	J.GayatriAkhila Devi

  
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HOD/MBA

Principal,  
VJIT(A)



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## MBA Department

Date:23/9/2019

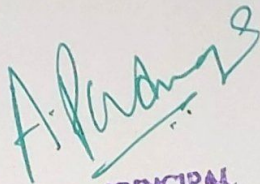
### Report on Softskills development training

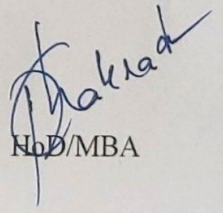
VJIT, MBA department and Placement & Training departments have conducted a training session for MBA II year 2018-2020 batch students on 'Soft skills development'. The training was given for three days i.e. 19/9/2019 to 21/9/2019 in VJIT campus.

Mrs. Sonam was the trainer for the programme. She has trained the students on various soft skills development methods. The department placement coordinator Mrs. K. Kavitha has coordinated the training sessions.

Total 22 students were participated and learnt soft skills and its importance in presentations and in getting jobs in the current scenario.

Principal,  
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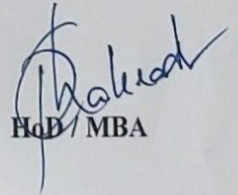
## MBA Department

REF-VJIT/MBA/VAC/2018-19/1

30/7/2018

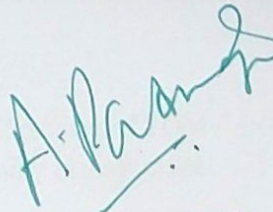
MBA department has decided to offer the following course to its II year students. Course details are furnished below. Interested students may enroll their names and all the students should attend the classes consistently. Course commences from 6/8/2018.

S.No.	Name of the course	Name of the Instructors
1	Total Quality Management for II yr MBA students	K V R Satyakumar Assistant Professor

  
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1. The Principal Office
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## MBA Department

### TOTAL QUALITY MANAGEMENT Course Syllabus

#### UNIT I - QUALITY GURUS AND TQM

Quality, Quality Management and Evolution of TQM, TQM perspectives, dimensions– Quality Guru's Deming, Juran, Philip Crosby, TQM benefits, Deming prize.

#### UNIT-II - PROCESS IMPROVEMENT AND MODERN PRODUCTION MANAGEMENT TOOLS

Six Sigma Approach – Total Productive Maintenance – Just-In-Time ,Quality Function Deployment – Kaizen – 5S – Poka- Yoke, Lean manufacturing, quality circles.

#### UNIT III - QUALITY MANAGEMENT SYSTEMS

Quality Management Systems– Introduction to ISO 9000, benefits, TS16949:2002 and EMS14001 certifications.

**Course Outcomes:-** At the end of the course the students are expected to

1. understand the importance of Quality
2. gain the knowledge of Principles and Practices of TQM
3. apply the tools and techniques in Quality management.
4. develop quality as a passion and habit.

*A. Prasad*  
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## MBA Department

### Certification Course "TOTAL QUALITYMANAGEMENT" List of Registered Students(2019-20)

1	17911E0001	A UDAY KIRAN REDDY
2	17911E0004	ALUGANI PAVANI
3	17911E0006	ANUGULA SOWMYA
4	17911E0008	BAIKAN NARSING YADAV
5	17911E0010	BOMMARAJA NANDINI
6	17911E0011	CHAPPIDI ROHITH REDDY
7	17911E0012	CHATLA AKSHARA
8	17911E0013	CHIMALDARI VAISHNAVI
9	17911E0014	CHINNANNAGUDEM JYOTHI
10	17911E0015	D C S MOUNIKA
11	17911E0016	DODLA AMANA PRIYANKA
12	17911E0017	GANDU NARENDER REDDY
13	17911E0018	GODUGU SAI KRISHNA
14	17911E0019	GOLIYALA MOUNIKA GOUD
15	17911E0020	GUNDOGI SRUTHI
16	17911E0026	M SOUMITH REDDY
17	17911E0027	M UMA RANI
18	17911E0028	MADAMSHETTY RAVALI
19	17911E0032	MUCHU RAMA KRISHNA YADAV
20	17911E0038	PICHIKA MOUNIKA
21	17911E0039	PONNA DIVYA
22	17911E0044	S SAIMAMATHA
23	17911E0045	SAMARI THIRUMALA
24	17911E0046	SHAIK SHAREEF
25	17911E0050	TANGADIPALI NAVEEN REDDY
26	17911E0052	VIGYA SINGH
27	17911E0053	Y VASANTH REDDY
28	17911E0054	YENNU JYOTHSNA

*A. Prasad*

PRINCIPAL

Vidya Jyothi Institute of Technology  
Himayastnagar (VIII), C. B. Post,  
Hyderabad-75.

*Prakash*

HoD

Principal  
VJIT(A)



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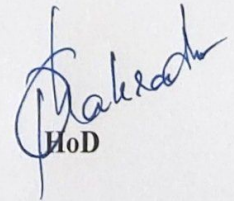
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## MBA Department

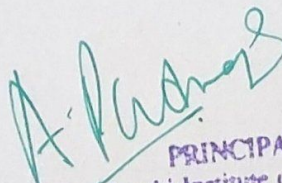
### Certification Course - "TQM"

#### List of Students successfully completed the course

1	17911E0001	A UDAY KIRAN REDDY
2	17911E0004	ALUGANI PAVANI
3	17911E0006	ANUGULA SOWMYA
4	17911E0008	BAIKAN NARSING YADAV
5	17911E0010	BOMMARAJA NANDINI
6	17911E0011	CHAPPIDI ROHITH REDDY
7	17911E0012	CHATLA AKSHARA
8	17911E0013	CHIMALDARI VAISHNAVI
9	17911E0014	CHINNANNAGUDEM JYOTHI
10	17911E0015	D C S MOUNIKA
11	17911E0016	DODLA AMANA PRIYANKA
12	17911E0017	GANDU NARENDER REDDY
13	17911E0018	GODUGU SAI KRISHNA
14	17911E0019	GOLIYALA MOUNIKA GOUD
15	17911E0020	GUNDOGI SRUTHI
16	17911E0026	M SOUMITH REDDY
17	17911E0027	M UMA RANI
18	17911E0028	MADAMSHETTY RAVALI
19	17911E0032	MUCHU RAMA KRISHNA YADAV
20	17911E0038	PICHKA MOUNIKA
21	17911E0039	PONNA DIVYA
22	17911E0044	S SAIMAMATHA
23	17911E0050	TANGADIPALI NAVEEN REDDY
24	17911E0052	VIGYA SINGH
25	17911E0053	Y VASANTH EDDY
26	17911E0054	YENNU JYOTHSNA

  
HoD

Principal  
VJIT(A)

  
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## MBA Department

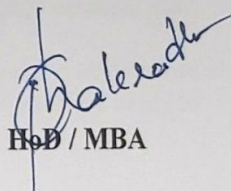
Date:26 /9/2018

REF-VJIT/MBA/VAC/2018-19/2

### CIRCULAR

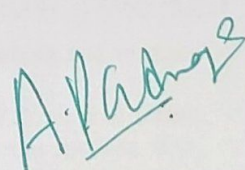
It is to inform to MBA I year students that the department is offering a course on Soft skills for duration of 30 hours i.e.3/10/2018. Interested students can enroll their names for the course.All the registered students must attend the classes without fail.

Name of the Instructor- MsBellariSaha

  
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## MBA Department

Course Name: Soft Skills

**COURSE OBJECTIVES** The objectives of this course are

1. To equip the students with competencies to manage themselves in organizations with a scientific outlook towards communication.
2. To develop career orientation through an understanding of Mock interviews and GDs.
3. To develop inter personal and intra personal skills of the students and Presentation skills
4. To facilitate an insight into the functioning of individuals and groups

### SYLLABUS

#### Unit 1

Verbal and Non-Verbal Communication Skills: Introduction; Listening to customers, team members and managers; listening to electronic media; communication with customers, team members and managers, referencing for verbal communication.

#### Unit 2

Presentation Skills – Stages involved in an effective presentation, selection of topic, content, aids, engaging the audience, Time management, Feedback,

Mock Presentations.CV, GD and PI: Introduction; SOP; career objective; educational qualification; projects and assignments; skill set; achievements and interests; Introduction to GD; foundation skills in GD; Mock GD; Introduction to PI; foundation skills in PI; Mock PI;

#### Unit 3

Interpersonal skills: Definition; understanding, analysis and response to the needs, requirements and capabilities of people at different levels.

Goal Setting Skills: Introduction; relevance of SWOT on goal setting; setting career goal; action plan and measures to achieve career goal; corporate role models; three to five years career roadmap; competitive work environment and realization of goals; anticipating challenges and utilizing opportunities.

**Course Outcomes:-** At the end of the course the students are expected to

1. understand the importance of communication skills
2. improve their presentation skills effectively
3. develop interpersonal skills
4. apply these skills into the functioning of individual and group tasks.

*A. K. S.*

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## MBA Department

VALUE ADDED COURSES

SUB- SOFT SKILLS

LIST OF STUDENTS

S.No	Hall Ticket No	Name of the Candidate
1	18911E0001	A RAJKUMAR
2	18911E0003	AERVA PRAVALIKA
3	18911E0006	B SAI MAITHRI
4	18911E0007	BACHU PRAGATHI
5	18911E0008	BANDI DINESH KUMAR
6	18911E0012	CHINTHALA MADHURI
7	18911E0013	G JYOTHSNA
8	18911E0014	G S DIXITHA
9	18911E0015	GADDE SAI PRIYA
10	18911E0016	GANGARAJU VENKATESH
11	18911E0020	GOVINDUGARI AKHILA
12	18911E0022	GURRALA SHAILAJA
13	18911E0023	JALIGAM APARNA
14	18911E0024	K NAVEEN KUMAR
15	18911E0025	K PAWANI
16	18911E0026	K SRAVANI
17	18911E0029	KASULA SHRAVANI
18	18911E0030	KETHA BHARGAVI KALYANI
19	18911E0034	MAGHAM LIKHITHA
20	18911E0035	MAKAM SIRISHA
21	18911E0036	MALLELA DURGA
22	18911E0037	MENTA ARCHANA
23	18911E0038	MOKU ACHYUTH REDDY
24	18911E0040	P SAI TANIYA
25	18911E0041	PANDELLA PRAVALIKA REDDY
26	18911E0042	POONA ANVESH REDDY
27	18911E0043	PUVVALLA ANEELA
28	18911E0044	RAHUL RAJPUT
29	18911E0055	J.AKHILA

*A. K. S.*

*Prakash*

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## MBA Department

### Certification Course - "soft skills"

#### List of Students successfully completed the course

S.No	Hall Ticket No	Name of the Candidate
1	18911E0001	A RAJKUMAR
2	18911E0003	AERVA PRAVALIKA
3	18911E0006	B SAI MAITHRI
4	18911E0007	BACHU PRAGATHI
5	18911E0008	BANDI DINESH KUMAR
6	18911E0012	CHINTHALA MADHURI
7	18911E0013	G JYOTHSNA
8	18911E0014	G S DIXITHA
9	18911E0015	GADDE SAI PRIYA
10	18911E0016	GANGARAJU VENKATESH
11	18911E0020	GOVINDUGARI AKHILA
12	18911E0022	GURRALA SHAILAJA
13	18911E0023	JALIGAM APARNA
14	18911E0024	K NAVEEN KUMAR
15	18911E0025	K PAWANI
16	18911E0026	K SRAVANI
17	18911E0030	KETHA BHARGAVI KALYANI
18	18911E0034	MAGHAM LIKHITHA
19	18911E0035	MAKAM SIRISHA
20	18911E0036	MALLELA DURGA
21	18911E0037	MENTA ARCHANA
22	18911E0038	MOKU ACHYUTH REDDY
23	18911E0040	P SAI TANIYA
24	18911E0041	PANDELLA PRAVALIKA REDDY
25	18911E0042	POONA ANVESH REDDY
26	18911E0043	PUVVALLA ANEELA
27	18911E0044	RAHUL RAJPUT
28	18911E0055	J.AKHILA

*[Handwritten Signature]*  
HoD

Principal  
VJIT(A)

*[Handwritten Signature]*

PRINCIPAL  
Vidya Jyothi Institute of Technology  
Hinayalnagar (VIII), C.B. Post.  
Hyderabad-75.





# Vidya Jyothi Institute of Technology

(An Autonomous Institution)  
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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

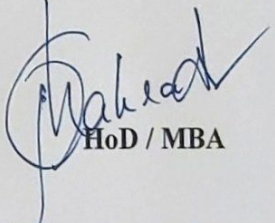
Date:20/8/2017

REF-VJIT/MBA/VAC/2017-18/1

### CIRCULAR

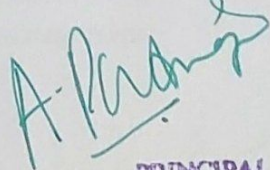
MBA department has decided to offer the following course to its II year students. Course details are furnished below. Interested students may enroll their names and all the students should attend the classes consistently. Course commences from 29-8-2017.

S.No.	Name of the course	Name of the Instructors
1	Total Quality Management for II yr MBA students	K V R Satyakumar Assistant Professor

  
HoD / MBA

#### Copy to:

1. The PrincipalOffice
2. NoticeBoard
3. II MBASstudents

  
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## MBA Department

### TOTAL QUALITY MANAGEMENT Course Syllabus

#### UNIT I - QUALITY GURUS AND TQM

Quality, Quality Management and Evolution of TQM, TQM perspectives, dimensions– Quality Guru's Deming, Juran, Philip Crosby, TQM benefits, Deming prize.

#### UNIT-II - PROCESS IMPROVEMENT AND MODERN PRODUCTION MANAGEMENT TOOLS

Six Sigma Approach – Total Productive Maintenance – Just-In-Time, Quality Function Deployment – Kaizen – 5S – Poka- Yoke, Lean manufacturing, quality circles.

#### UNIT III - QUALITY MANAGEMENT SYSTEMS

Quality Management Systems– Introduction to ISO 9000, benefits, TS16949:2002 and EMS14001 certifications.

**Course Outcomes:-** At the end of the course the students are expected to

1. understand the importance of Quality
2. gain the knowledge of Principles and Practices of TQM
3. apply the tools and techniques in Quality management.
4. develop quality as a passion and habit.

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

**MBA Department**

**Certification Course**

**“TOTAL QUALITYMANAGEMENT”**

**List of Registered Students**

1	16911E0001	A RANA VEER GOUD
2	16911E0002	AJMATH JAHAN
3	16911E0003	AMDAPURAM NARSINGH RAO
4	16911E0004	B SHARATH REDDY
5	16911E0005	BEJJANKI SREEJA
6	16911E0006	BODDAM MOUNIKA
7	16911E0008	BURRA HARSHITHA
8	16911E0009	C GANGA
9	16911E0010	CHILKOORI NAVEEN KUMAR
10	16911E0011	CHILUGURI SINDHUJA
11	16911E0013	D GREESHMA
12	16911E0016	G SRINATH YADAV
13	16911E0018	GANGALAM HARSHITHA
14	16911E0019	GARELA SANDEEP GOUD
15	16911E0021	JASTHI S V PRAVEEN
16	16911E0023	KAATRAVATH PRAVEEN KUMAR
17	16911E0024	KALYANKAR MOHAN LAL
18	16911E0025	M P BENNY
19	16911E0028	MENGANI SOUNDARYA
20	16911E0031	NAVARI SRIKANTH REDDY
21	16911E0032	NOMULA MAHESWARI
22	16911E0033	PAPIREDDY GARI PANDURANGA REDDY
23	16911E0035	REETHA PRADHAN
24	16911E0042	UDAYA MADHURI AYANCHA
25	16911E0043	UDAYA VARMA APOORVA
26	16911E0044	VAJRAKARUR NERVIN NIKANJ

*(Signature)*  
HOD

*(Signature)*  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Humayunagar (Vill), C B. Post.  
Hyderabad-75.

Principal  
VJIT(A)



# Vidya Jyothi Institute of Technology

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(Accredited by NAAC & NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)  
Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

### Certification Course - "TQM"

#### List of Students successfully completed the course

1	16911E0001	A RANAWEER GOUD
2	16911E0002	AJMATH JAHAN
3	16911E0003	AMDAPURAM NARSINGH RAO
4	16911E0004	B SHARATH REDDY
5	16911E0005	BEJJANKI SREEJA
6	16911E0006	BODDAM MOUNIKA
7	16911E0008	BURRA HARSHITHA
8	16911E0009	C GANGA
9	16911E0010	CHILKOORI NAVEEN KUMAR
10	16911E0011	CHILUGURI SINDHUJA
11	16911E0013	D GREESHMA
12	16911E0016	G SRINATH YADAV
13	16911E0018	GANGALAM HARSHITHA
14	16911E0019	GARELA SANDEEP GOUD
15	16911E0021	JASTHI S V PRAVEEN
16	16911E0023	KAATRAVATH PRAVEEN KUMAR
17	16911E0024	KALYANKAR MOHAN LAL
18	16911E0025	M P BENNY
19	16911E0028	MENGANI SOUNDARYA
20	16911E0032	NOMULA MAHESWARI
21	16911E0035	REETHA PRADHAN
22	16911E0042	UDAYA MADHURI AYANCHA
23	16911E0043	UDAYA VARMA APOORVA
24	16911E0044	VAJRAKARUR NERVIN NIKANJ

*Prakash*  
HoD

Principal  
VJIT(A)

*Adhwan*

PRINCIPAL  
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Himayatnagar (Vill), C B. Post,  
Hyderabad-75.



# Vidya Jyothi Institute of Technology

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**MBA Department**

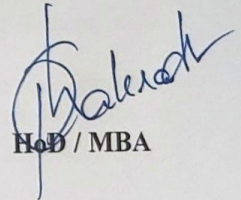
Date:25/9/2017

REF-VJIT/MBA/VAC/2017-18/2

## CIRCULAR

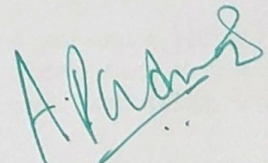
It is to inform to MBA I year students that the department is offering a course on Soft skills for duration of 30 hours i.e. from 27/9/2017. Interested students can enroll their names for the course. All the registered students must attend the classes without fail.

Nmae of the instructor- MsBellariSaha

  
HOD / MBA

### Copy to:

1. The PrincipalOffice
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# Vidya Jyothi Institute of Technology

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

Course Name: Soft Skills

COURSE OBJECTIVES The objectives of this course are

1. To equip the students with competencies to manage themselves in organizations with a scientific outlook towards communication.
2. To develop career orientation through an understanding of Mock interviews and GDs.
3. To develop inter personal and intra personal skills of the students and Presentation skills
4. To facilitate an insight into the functioning of individuals and groups

### SYLLABUS

#### Unit 1

Verbal and Non-Verbal Communication Skills: Introduction; Listening to customers, team members and managers; listening to electronic media; communication with customers, team members and managers, referencing for verbal communication.

#### Unit 2

Presentation Skills – Stages involved in an effective presentation, selection of topic, content, aids, engaging the audience, Time management, Feedback,

Mock Presentations.CV, GD and PI: Introduction; SOP; career objective; educational qualification; projects and assignments; skill set; achievements and interests; Introduction to GD; foundation skills in GD; Mock GD; Introduction to PI; foundation skills in PI; Mock PI;

#### Unit 3

Interpersonal skills: Definition; understanding, analysis and response to the needs, requirements and capabilities of people at different levels.

Goal Setting Skills: Introduction; relevance of SWOT on goal setting; setting career goal; action plan and measures to achieve career goal; corporate role models; three to five years career roadmap; competitive work environment and realization of goals; anticipating challenges and utilizing opportunities.

**Course Outcomes:-** At the end of the course the students are expected to

1. understand the importance of communication skills
2. improve their presentation skills effectively
3. develop interpersonal skills
4. apply these skills into the functioning of individual and group tasks.

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department Soft Skills List of registered students

1	17911E0001	A UDAY KIRAN REDDY
2	17911E0003	ALGULA VENUGOPAL
3	17911E0004	ALUGANI PAVANI
4	17911E0006	ANUGULA SOWMYA
5	17911E0008	BAIKAN NARSING YADAV
6	17911E0010	BOMMARAJA NANDINI
7	17911E0011	CHAPPIDI ROHITH REDDY
8	17911E0012	CHATLA AKSHARA
9	17911E0013	CHIMALDARI VAISHNAVI
10	17911E0014	CHINNANNAGUDEM JYOTHI
11	17911E0015	D C S MOUNIKA
12	17911E0016	DODLA AMANA PRIYANKA
13	17911E0017	GANDU NARENDER REDDY
14	17911E0018	GODUGU SAI KRISHNA
15	17911E0019	GOLIYALA MOUNIKA GOUD
16	17911E0020	GUNDOGI SRUTHI
17	17911E0026	M SOUMITH REDDY
18	17911E0027	M UMA RANI
19	17911E0028	MADAMSHETTY RAVALI
20	17911E0032	MUCHU RAMA KRISHNA YADAV
21	17911E0037	PALLATI SOUNDARYA
22	17911E0038	PICHIKA MOUNIKA
23	17911E0039	PONNA DIVYA
24	17911E0044	S SAIMAMATHA
25	17911E0045	SAMARI THIRUMALA
26	17911E0046	SHAIK SHAREEF
27	17911E0050	TANGADIPALI NAVEEN REDDY
28	17911E0052	VIGYA SINGH
29	17911E0053	Y VASANTH EDDY
30	17911E0054	YENNU JYOTHSNA

*(Signature)*  
HoD

Principal  
VJIT(A)

*(Signature)*  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (Vill), C.B. Post,  
Hyderabad-75.



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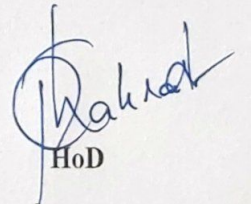
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## MBA Department

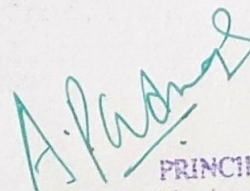
NAME OF THE COURSE:-Soft Skills

### List of Students successfully completed the course

1	17911E0001	A UDAY KIRAN REDDY
2	17911E0004	ALUGANI PAVANI
3	17911E0006	ANUGULA SOWMYA
4	17911E0008	BAIKAN NARSING YADAV
5	17911E0010	BOMMARAJA NANDINI
6	17911E0011	CHAPPIDI ROHITH REDDY
7	17911E0012	CHATLA AKSHARA
8	17911E0013	CHIMALDARI VAISHNAVI
9	17911E0014	CHINNANNAGUDEM JYOTHI
10	17911E0015	D C S MOUNIKA
11	17911E0016	DODLA AMANA PRIYANKA
12	17911E0019	GOLIYALA MOUNIKA GOUD
13	17911E0020	GUNDOGI SRUTHI
14	17911E0026	M SOUMITH REDDY
15	17911E0027	M UMA RANI
16	17911E0028	MADAMSHETTY RAVALI
17	17911E0032	MUCHU RAMA KRISHNA YADAV
18	17911E0037	PALLATI SOUNDARYA
19	17911E0038	PICHIKA MOUNIKA
20	17911E0039	PONNA DIVYA
21	17911E0044	S SAIMAMATHA
22	17911E0050	TANGADIPALI NAVEEN REDDY
23	17911E0052	VIGYA SINGH
24	17911E0054	YENNU JYOTHSNA

  
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Hyderabad-75.





# Vidya Jyothi Institute of Technology

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

Date:20/8/2016

REF-VJIT/MBA/VAC/2016-17/1

### CIRCULAR

MBA department has decided to offer the following course to its II year students. Course details are furnished below. Interested students may enroll their names and all the students should attend the classes consistently. Course commences from 29-8-2016.

S.No.	Name of the course	Name of the Instructors
1	Total Quality Management for II yr MBA students	Dr K V R Satyakumar Assistant Professor

*V. Shalech*  
HoD / MBA

### Copy to:

1. The Principal Office
2. Notice Board
3. II MBA Students

*A. K. Reddy*

PRINCIPAL  
Vidya Jyothi Institute of Technology  
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Hyderabad-75.



# Vidya Jyothi Institute of Technology

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## MBA Department

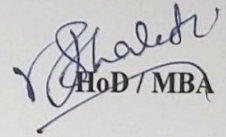
REF-VJIT/MBA/VAC/2016-17/1

Date:20/8/2016

### CIRCULAR

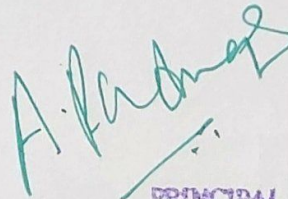
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S.No.	Name of the course	Name of the Instructors
1	Total Quality Management for II yr MBA students	Dr K V R Satyakumar Assistant Professor

  
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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

### TOTAL QUALITY MANAGEMENT Course Syllabus

#### UNIT I - QUALITY GURUS AND TQM

Quality, Quality Management and Evolution of TQM, TQM perspectives, dimensions– Quality Guru's Deming, Juran, Philip Crosby, TQM benefits, Deming prize.

#### UNIT-II - PROCESS IMPROVEMENT AND MODERN PRODUCTION MANAGEMENT TOOLS

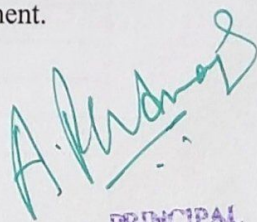
Six Sigma Approach – Total Productive Maintenance – Just-In-Time ,Quality Function Deployment – Kaizen – 5S – Poka- Yoke, Lean manufacturing, quality circles.

#### UNIT III - QUALITY MANAGEMENT SYSTEMS

Quality Management Systems– Introduction to ISO 9000, benefits, TS16949:2002 and EMS14001 certifications.

**Course Outcomes:-** At the end of the course the students are expected to

1. understand the importance of Quality
2. gain the knowledge of Principles and Practices of TQM
3. apply the tools and techniques in Quality management.
4. develop quality as a passion and habit.

  
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Hyderabad-75.



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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

### Certification Course

#### “TOTAL QUALITYMANAGEMENT”

#### List of Registered Students(2016-17)

S.No	H.T.NO	Student Name
1	15911E0001	A VIJAYA
2	15911E0002	ALUGANI NANDINI GOUD
3	15911E0006	BURRA PRIYANKA GOUD
4	15911E0007	C ANUSHA
5	15911E0008	CHALLA RAJKUMAR
6	15911E0009	DANDU ANNAPURNA
7	15911E0010	DYAGARI VIJAY KUMAR
8	15911E0011	G MOUNIKA
9	15911E0012	G PRAVEEN KUMAR
10	15911E0013	GANGI REDDY PRIYANKA
11	15911E0014	GOVINDGARI VANI
12	15911E0015	GUNDU ROJA
13	15911E0016	JELLI ANUSHA
14	15911E0017	KALVA KEERTHANA
15	15911E0018	KANCHERLA ROOPASH VENKATA MANIKANTA
16	15911E0019	KUMMARI MALLESHAM
17	15911E0024	MUNGI MOUNIKA
18	15911E0025	N JYOTHI
19	15911E0031	S VIJAYA RAJESHWER REDDY
20	15911E0033	VADAPALLY PRASHANTH
21	15911E0034	VATNALA KEERTHAN GOUD
22	15911E0035	YARLAGADDA SAJEEV
23	15911E0036	YERRAM LAKSHMAN

*V. Shalini*  
HoD

Principal  
VJIT(A)

*A. Prasad*  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayansagar (VIII), C.B. Post,  
Hyderabad-75.



# Vidya Jyothi Institute of Technology

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

### Certification Course - "Total quality management"

#### List of Students successfully completed the course

S.No	H.T.NO	Student Name
1	15911E0001	A VIJAYA
2	15911E0002	ALUGANI NANDINI GOUD
3	15911E0006	BURRA PRIYANKA GOUD
4	15911E0007	C ANUSHA
5	15911E0008	CHALLA RAJKUMAR
6	15911E0009	DANDU ANNAPURNA
7	15911E0010	DYAGARI VIJAY KUMAR
8	15911E0011	G MOUNIKA
9	15911E0012	G PRAVEEN KUMAR
10	15911E0013	GANGI REDDY PRIYANKA
11	15911E0014	GOVINDGARI VANI
12	15911E0015	GUNDU ROJA
13	15911E0016	JELLI ANUSHA
14	15911E0017	KALVA KEERTHANA
15	15911E0018	KANCHERLA ROOPASH VENKATA MANIKANTA
16	15911E0019	KUMMARI MALLESHAM
17	15911E0025	N JYOTHI
18	15911E0031	S VIJAYA RAJESHWER REDDY
19	15911E0033	VADAPALLY PRASHANTH
20	15911E0034	VATNALA KEERTHAN GOUD
21	15911E0035	YARLAGADDA SAJEEV
22	15911E0036	YERRAM LAKSHMAN

Principal  
VJIT(A)

*A. Prasad*

PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (VIII), C.B. Post,  
Hyderabad-75.

*V. Shalini*  
HoD



# Vidya Jyothi Institute of Technology

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

**MBA Department**

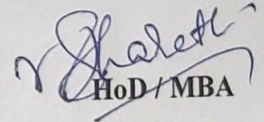
Date:21/9/2016

REF-VJIT/MBA/VAC/2016-17/2

## CIRCULAR

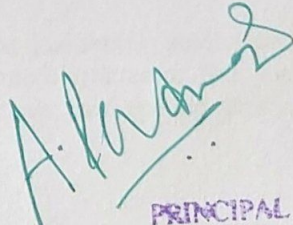
It is to inform to MBA I year students that the department is offering a course on Soft skills for duration of 30 hours from 26/9/2016 onwards. Interested students may enroll their names for the course. All the registered students must attend the classes without fail.

Name of the instructor- Mr. Surendar, Assistant prof, VJIT

  
HoD / MBA

**Copy to:**

1. The Principal Office
2. Notice Board
3. II MBA Students

  
PRINCIPAL  
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Hyderabad-75.



# Vidya Jyothi Institute of Technology

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

Course Name: Soft Skills

**COURSE OBJECTIVES** The objectives of this course are

1. To equip the students with competencies to manage themselves in organizations with a scientific outlook towards communication.
2. To develop career orientation through an understanding of Mock interviews and GDs.
3. To develop inter personal and intra personal skills of the students and Presentation skills
4. To facilitate an insight into the functioning of individuals and groups

## SYLLABUS

### Unit 1

Verbal and Non-Verbal Communication Skills: Introduction; Listening to customers, team members and managers; listening to electronic media; communication with customers, team members and managers, referencing for verbal communication.

### Unit 2

Presentation Skills – Stages involved in an effective presentation, selection of topic, content, aids, engaging the audience, Time management, Feedback,

Mock Presentations.CV, GD and PI: Introduction; SOP; career objective; educational qualification; projects and assignments; skill set; achievements and interests; Introduction to GD; foundation skills in GD; Mock GD; Introduction to PI; foundation skills in PI; Mock PI;

### Unit 3

Interpersonal skills: Definition; understanding, analysis and response to the needs, requirements and capabilities of people at different levels.

Goal Setting Skills: Introduction; relevance of SWOT on goal setting; setting career goal; action plan and measures to achieve career goal; corporate role models; three to five years career roadmap; competitive work environment and realization of goals; anticipating challenges and utilizing opportunities.

**Course Outcomes:-** At the end of the course the students are expected to

1. understand the importance of communication skills
2. improve their presentation skills effectively
3. develop interpersonal skills
4. apply these skills into the functioning of individual and group tasks.

PRINCIPAL

Vidya Jyothi Institute of Technology  
Nimayanager (VIII), C B. Post,  
Hyderabad-73.



# Vidya Jyothi Institute of Technology

(An Autonomous Institution)  
(Accredited by NAAC & NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)  
Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

### NAME OF THE COURSE- SOFT SKILLS LIST OF STUDENTS REGISTERED

1	16911E0001	A RANAVEER GOUD
2	16911E0002	AJMATH JAHAN
3	16911E0003	AMDAPURAM NARSINGH RAO
4	16911E0004	B SHARATH REDDY
5	16911E0005	BEJJANKI SREEJA
6	16911E0006	BODDAM MOUNIKA
7	16911E0008	BURRA HARSHITHA
8	16911E0009	C GANGA
9	16911E0010	CHILKOORI NAVEEN KUMAR
10	16911E0011	CHILUGURI SINDHUJA
11	16911E0013	D GREESHMA
12	16911E0015	ERRA SREEVIDHYA
13	16911E0016	G SRINATH YADAV
14	16911E0018	GANGALAM HARSHITHA
15	16911E0019	GARELA SANDEEP GOUD
16	16911E0020	GOUNDLA MAHESH GOUD
17	16911E0021	JASTHI S V PRAVEEN
18	16911E0023	KAATRAVATH PRAVEEN KUMAR
19	16911E0024	KALYANKAR MOHAN LAL
20	16911E0025	M P BENNY
21	16911E0028	MENGANI SOUNDARYA
22	16911E0031	NAVARI SRIKANTH REDDY
23	16911E0032	NOMULA MAHESWARI
24	16911E0033	PAPIREDDY GARI PANDURANGA REDDY
25	16911E0035	REETHA PRADHAN
26	16911E0042	UDAYA MADHURI AYANCHA
27	16911E0043	UDAYA VARMA APOORVA
28	16911E0044	VAJRAKARUR NERVIN NIKANJ

*V. Shalade*  
HoD/MBA

Principal  
VJIT

*A. Kumar*  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (VIII), C.B. Post.  
Hyderabad-75.





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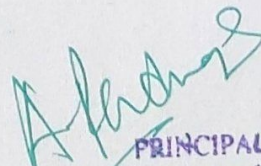
## MBA Department

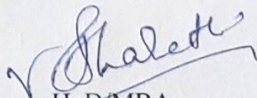
### Certification Course - "Soft Skills

### " List of Students successfully completed the course

1	16911E0001	A RANA VEER GOUD
2	16911E0002	AJMATH JAHAN
3	16911E0003	AMDAPURAM NARSINGH RAO
4	16911E0004	B SHARATH REDDY
5	16911E0005	BEJJANKI SREEJA
6	16911E0006	BODDAM MOUNIKA
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22	16911E0042	UDAYA MADHURI AYANCHA
23	16911E0043	UDAYA VARMA APOORVA
24	16911E0044	VAJRAKARUR NERVIN NIKANJ

Principal,  
VJIT(A)

  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Muzayyinsgar (VIII), C.B. Post,  
Hyderabad-75.

  
HoD/MBA



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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

Ref- VJIT/MBA/VAC/2015-16/1

Date: 03-08-2015

### CIRCULAR

Recognizing the importance of quality in manufacturing/ service / other sectors MBA department has decided to offer a value added course viz: TOTAL QUALITY MANAGEMENT to its II year MBA students. Interested students may enroll for the course with in a week period. Name of the instructor is mentioned below. Classes will commence from 17/8/2015 onwards. The total course duration is 30 days.

S.No.	Name of the course	Name of the Instructors
1	Total Quality Management for II yr MBA students	P SUNEELA BHARATHI Assistant Professor

*V. Shaleti*  
HoD / MBA

#### Copy to:

1. The PrincipalOffice
2. NoticeBoard
3. II MBASudents

*A. Prasad*  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (VII), C.B. Post.  
Hyderabad-75.



# Vidya Jyothi Institute of Technology

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## MBA Department

### TOTAL QUALITY MANAGEMENT Course Syllabus

#### UNIT I - QUALITY GURUS AND TQM

Quality, Quality Management and history, Evolution of TQM, TQM perspectives, dimensions- Quality Guru's- Deming, Juran, Philip Crosby, TQM benefits, Deming prize.

#### UNIT-II - PROCESS IMPROVEMENT AND MODERN PRODUCTION MANAGEMENT TOOLS

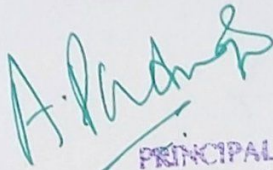
Six Sigma Approach - Total Productive Maintenance - Just-In-Time, Quality Function Deployment - Kaizen - 5S - Poka- Yoke, Lean manufacturing, bench marking.

#### UNIT III - QUALITY MANAGEMENT SYSTEMS

Quality Management Systems- Introduction to ISO 9000, benefits, TS16949:2002 and EMS14001 certifications.

**Course Outcomes:-** At the end of the course the students are expected to

1. understand the importance of Quality
2. gain the knowledge of Principles and Practices of TQM
3. apply the tools and techniques in Quality management.
4. develop quality as a passion and habit.

  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
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Hyderabad-75.



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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

**MBA Department**

**Certification Course**

**“TOTAL QUALITYMANAGEMENT”**

**List of Registered Students(2015-2016)**

Sl No	Hall TktNo	Name of the student
1	14911E0001	ADEM KEERTHI
2	14911E0003	ANUSHA TIRUKOTI
3	14911E0006	BOGI SUDHARANI
4	14911E0007	<b>BUCHIREDDYGARI ANUSHA</b>
5	14911E0009	CHILKURI SAI KIRAN
6	14911E0012	JADAV MOUNIKA
7	14911E0013	JUGUNTA ANKAMMA
8	14911E0014	K MANASA
9	14911E0018	KONDA PRAVALLIKA
10	14911E0019	KUNCHAVARAM SRILATHA
11	14911E0021	MAMINDLA PRASANNA
12	14911E0023	N MAHALAXMI
13	14911E0025	POOJA SINGH
14	14911E0026	<b>SADHINENI DIVYA</b>
15	14911E0032	<b>TASDEEK AHAMED</b>
16	14911E0034	<b>T.SAINATH GOUD</b>

**Principal  
VJIT(A)**

*A. Prasad*  
**PRINCIPAL**  
Vidya Jyothi Institute of Technology  
Himayatnagar (VII), C.B. Post.  
Hyderabad-75.

*V. Shalini*  
**HoD/MBA**



# Vidya Jyothi Institute of Technology

(An Autonomous Institution)

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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

### Certification Course - "Total quality management"

#### List of Students successfully completed the course

Sl No	Hall TktNo	Name of the student
1	14911E0001	ADEM KEERTHI
2	14911E0003	ANUSHA TIRUKOTI
3	14911E0006	BOGI SUDHARANI
4	14911E0007	BUCHIREDDYGARI ANUSHA
5	14911E0009	CHILKURI SAI KIRAN
6	14911E0012	JADAV MOUNIKA
7	14911E0013	JUGUNTA ANKAMMA
8	14911E0014	K MANASA
9	14911E0018	KONDA PRAVALLIKA
10	14911E0019	KUNCHAVARAM SRILATHA
11	14911E0021	MAMINDLA PRASANNA
12	14911E0023	N MAHALAXMI
13	14911E0025	POOJA SINGH
14	14911E0026	SADHINENI DIVYA

Principal  
VJIT(A)

*A. Anand*  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (VIII), C.B. Post,  
Hyderabad-75.

*V. Shalekh*  
HoD / MBA



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## MBA Department

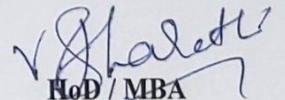
Date:21/9/2015

Ref- VJIT/MBA/VAC/2015-16/2

### CIRCULAR

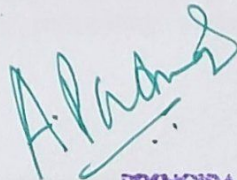
It is to inform to MBA I year students that the department is offering a course on Soft skills for a duration of 30 hours from 28<sup>th</sup> September onwards. Interested students can enroll their names for the course. All the registered students must attend the classes without fail.

Name of the instructor – K. Padma Venkat, Assistant prof, VJIT

  
HoD / MBA

#### Copy to:

1. The Principal Office
2. Notice Board
3. Class room

  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (VIII), C.B. Post,  
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## MBA Department

Course Name: Soft Skills

COURSE OBJECTIVES The objectives of this course are

1. To equip the students with competencies to manage themselves in organizations with a scientific outlook towards communication.
2. To develop career orientation through an understanding of Mock interviews and GDs.
3. To develop inter personal and intra personal skills of the students and Presentation skills
4. To facilitate an insight into the functioning of individuals and groups

### SYLLABUS

#### Unit 1

Verbal and Non-Verbal Communication Skills: Introduction; Listening to customers, team members and managers; listening to electronic media; communication with customers, team members and managers, referencing for verbal communication.

#### Unit 2

Presentation Skills – Stages involved in an effective presentation, selection of topic, content, aids, engaging the audience, Time management, Feedback,

Mock Presentations.CV, GD and PI: Introduction; SOP; career objective; educational qualification; projects and assignments; skill set; achievements and interests; Introduction to GD; foundation skills in GD; Mock GD; Introduction to PI; foundation skills in PI; Mock PI;

#### Unit 3

Interpersonal skills: Definition; understanding, analysis and response to the needs, requirements and capabilities of people at different levels.

Goal Setting Skills: Introduction; relevance of SWOT on goal setting; setting career goal; action plan and measures to achieve career goal; corporate role models; three to five years career roadmap; competitive work environment and realization of goals; anticipating challenges and utilizing opportunities.

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2. improve their presentation skills effectively
3. develop interpersonal skills
4. apply these skills into the functioning of individual and group tasks.

*A. Khan*  
PRINCIPAL  
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Hyderabad-75.



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Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

## MBA Department

VALUE ADDED COURSES  
SUB- SOFT SKILLS  
LIST OF STUDENTS 2015-16

S.No	H.T.NO	Student Name
1	15911E0001	A VIJAYA
2	15911E0002	ALUGANI NANDINI GOUD
3	15911E0006	BURRA PRIYANKA GOUD
4	15911E0007	C ANUSHA
5	15911E0008	CHALLA RAJKUMAR
6	15911E0009	DANDU ANNAPURNA
7	15911E0010	DYAGARI VIJAY KUMAR
8	15911E0011	G MOUNIKA
9	15911E0012	G PRAVEEN KUMAR
10	15911E0013	GANGI REDDY PRIYANKA
11	15911E0014	GOVINDGARI VANI
12	15911E0015	GUNDU ROJA
13	15911E0016	JELLI ANUSHA
14	15911E0017	KALVA KEERTHANA
15	15911E0018	KANCHERLA ROOPASH VENKATA MANIKANTA
16	15911E0019	KUMMARI MALLESHAM
17	15911E0024	MUNGI MOUNIKA
18	15911E0025	N JYOTHI
19	15911E0031	S VIJAYA RAJESHWER REDDY
20	15911E0033	VADAPALLY PRASHANTH
21	15911E0034	VATNALA KEERTHAN GOUD
22	15911E0035	YARLAGADDA SAJEEV
23	15911E0036	YERRAM LAKSHMAN

*Almas*

PRINCIPAL

Vidya Jyothi Institute of Technology  
Himayatnagar (VIII), C.B. Post.  
Hyderabad-75.

*R. Kalati*

HOD / MBA

Principal  
VJIT(A)





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## MBA Department

Certification Course - "soft skills

**" List of Students successfully completed the course**

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9	15911E0015	GUNDU ROJA
10	15911E0016	JELLI ANUSHA
11	15911E0017	KALVA KEERTHANA
12	15911E0018	KANCHERLA ROOPASH VENKATA MANIKANTA
13	15911E0019	KUMMARI MALLESHAM
14	15911E0025	N JYOTHI
15	15911E0031	S VIJAYA RAJESHWER REDDY
16	15911E0033	VADAPALLY PRASHANTH
17	15911E0034	VATNALA KEERTHAN GOUD
18	15911E0035	YARLAGADDA SAJEEV
19	15911E0036	YERRAM LAKSHMAN

Principal  
VJIT(A)

*A. Prasad*

PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (Vili), C.B. Post.  
Hyderabad-73.

*V. Shalini*  
HoD / MBA