



SUMATHI REDDY

INSTITUTE OF TECHNOLOGY FOR WOMEN

L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

No. SRITW/CSSP/2020

Date: 13.11.2020

CIRCULAR

All the students are hereby informed that a one-day career guidance program on “**Clarity and Concision**” in association with the Telangana Academy for Skill and Knowledge (TASK), will be held on November 19, 2020. Interested students can enroll their names with the coordinator, Ms. T. Sravanthi, Assistant Professor, Department of CSE.

For detailed information, refer to the brochure and program schedule displayed on the notice board.

The session link will be shared by the coordinator before meeting takes place.

Training and Placement Officer

To be read in all classrooms

Copy to:

1. Principal
2. All HODs (CSE, ECE, EEE, and H&Sc)
3. Administrative Officer
4. Exam Branch.
5. All notice boards



SUMATHI REDDY

INSTITUTE OF TECHNOLOGY FOR WOMEN

Learning at its best

Affiliated to JNTUH - Approved by AICTE

Program Schedule:

Date/Day	Session Time	Topic for Discussion	Speaker Name
19.11.2020	10:00 am - 10:50 am	The Importance of Clear and Concise Communication.	Mr. ENOCH, TASK
	10:50 am – 11:30 am	Crafting Clear Messages. Eliminating Jargon and Ambiguity.	
	11:30 am -11:40 am	Break	
	11:40 am – 12:30 pm	Concise Writing and Speaking.	
	12:30 pm - 01:30 pm	LUNCH	
	01:30 pm - 02:30 pm	Tailoring Communication for Different Audiences.	
	2:30 pm – 3:30 pm	Overcoming Communication Challenges. Applying Clarity and Concision in Leadership	
	3:30 pm- 4:00 pm	Discussions and closing remarks	

Resource Person Details: Mr. Enoch, Task, Telangana
paenoch123@gmail.com



Rijan

Principal

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)

ORGANIZING COMMITTEE

Patron

Sri. A. Varada Reddy

Chairman, SR Educational Society

Chief Patron

Sri A. Madhukar Reddy

Secretary, SR Educational Society

Co-Patron

Dr. I. Rajasri Reddy

Principal, SRITW

Heads of the Departments

Dr. E. Sudarshan, CSE

Dr. K. Mahender, ECE

Dr. N. Srivani, H&SC

Co-Ordinator

Ms. T. Sravanthi

Assistant Professor, CSE

About the College

Sumathi Reddy Institute of Technology for Women (SRITW) was established in the year 2009 by the great educationalist Sri A. Varada Reddy Garu with a clear vision to empower women in the field of Science & Technology and transform them as Innovators, Leaders, and Entrepreneurs.

SRITW is the one & only Women's Engineering College in India which established NewGen IEDC approved by the NSTEDB, DST, Government of India.

Innovation Entrepreneurship Development Centre (NewGen IEDC), Sanctioned by NSTEDB, DST, Govt. of India.

Program Objectives:

- To guide and assist the students in achieving their career goals.
- To create awareness among students regarding available career options and help them identify their career objectives.
- To help students share knowledge about themselves by identifying skills and interests.

Program Outcomes:

- Students emerge with enhanced communication skills.
- Capable of delivering impactful messages with clarity and brevity,
- This is valuable for academic success, professional growth, and effective interpersonal interactions
- Emphasizes the importance of eliminating jargon and technical terms that might hinder understanding.

Registration:

- No registration fee.



Rijan

Principal

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)



SUMATHI REDDY
INSTITUTE OF TECHNOLOGY FOR WOMEN
Learning at its best
Affiliated to JNTUH, Approved by AICTE

A ONE-DAY CAREER GUIDANCE PROGRAM

on

CLARITY AND CONCISION(Online)
(19.11.2020)

RESOURCE PERSON

Mr. ENOCH, TASK



Organized by

TRAINING & PLACEMENT CELL

Warangal, Telengana-506371

Email-<https://www.sritw.org>





SUMATHI REDDY

INSTITUTE OF TECHNOLOGY FOR WOMEN

L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

REPORT OF THE PROGRAM

CLARITY AND CONCISION

DATE: 19.11.2020

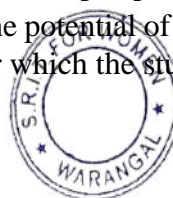
- The clarity and concision training is designed to refine their communication skills by focusing on delivering clear and concise messages.
- Through interactive workshops, exercises, and practical examples, students learn to express ideas succinctly
- While maintaining clarity and impact, this training hones their ability to structure information logically, omit unnecessary details, and use straightforward language.

A one day career program has been taken by Mr. Enoch, TASK Hyderabad on 19.11.2020

The Clarity and Concision training is designed to refine their communication skills by focusing on delivering clear and concise messages. Through interactive workshops, exercises, and practical examples, students learn to express ideas succinctly while maintaining clarity and impact. This training hones their ability to structure information logically, omit unnecessary details, and use straightforward language.

Objectives of the program:

- To guide and assist the students in achieving their career goals.
- To create awareness among students regarding available career options and help them identify their career objectives.
- To help students share knowledge about themselves by identifying skills and interests.
- To provide students with career guidance and impart training in communication skills, improve their employment opportunities, and arrange on-campus and off-campus placement drives.
- To provide a platform to assist the college in enhancing the potential of the courses and improving job opportunities, and also to create awareness of the jobs for which the students are eligible.



Rajan
Principal
Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)

Outcomes:

After completion of the program, the student should be able to

- Students emerge with enhanced communication skills.
- Capable of delivering impactful messages with clarity and brevity,
- This is valuable for academic success, professional growth, and effective interpersonal interactions.
- Emphasizes the importance of eliminating jargon and technical terms that might hinder understanding.
- Students gain insights into tailoring their communication to specific audiences, enabling effective delivery of complex concepts in a straightforward manner.
- Through practice sessions and feedback, students learn to streamline their written and spoken communication, enhancing their presentations, essays, and overall communication efficacy.



Rijan

Principal

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)



LIST OF STUDENTS ENROLLED FOR CLARITY AND CONCISION
DATE:19-11-2020

S.NO	ROLL NUMBER	NAME
1	186Y1A0201	ASAM APOORVA
2	186Y1A0202	BAINA SUPRIYA SHREE
3	186Y1A0203	BIKKINENI SHIVANI
4	186Y1A0204	BOLLAM SATHYA
5	186Y1A0205	BURKA ANUSHA
6	186Y1A0208	DESHAVATH NIHARIKA
7	186Y1A0209	EKKATI NAVYA REDDY
8	186Y1A0212	ILAPAKA PREETHI
9	186Y1A0215	KATTA SRUTHI
10	186Y1A0218	NADUMULA ANUHYA
11	186Y1A0222	QUDSIA RAHMAN
12	186Y1A0224	SANAM NAMRATHA
13	186Y1A0228	VASAM VENNELA
14	186Y1A0402	ADDAGUDUR ASRIKA
15	186Y1A0404	AFREEN
16	186Y1A0408	ALUGURI VIDHYA SRI
17	186Y1A0410	ANNABOINA HARSHINI
18	186Y1A0411	ANNAMDAS MAYURI
19	186Y1A0414	BHEEMANAPALLI LIKHITHA
20	186Y5A0210	KANUKUNTALA PRAVALIKA
21	186Y5A0211	KONDA GEETHA
22	186Y5A0213	MUNIGELA AKANKSHA
23	186Y5A0215	SAMBHARI KAVYA
24	186Y5A0216	SINGARAPU MANEESHA
25	176Y1A0401	ABBOJU SAI KEERTHANA
26	176Y1A0402	ACHA MADHAVI
27	176Y1A0404	ADIBA NAZNEEN
28	176Y1A0405	AFSHA
29	176Y1A0406	ALABAKA SHANMUKI SHARMA
30	176Y1A0409	ANDHE POOJASRI
31	176Y1A0411	ANUM AYESHA
32	176Y1A0412	BAJJURI HARINI
33	176Y1A0413	BILLA MADHUMITHA
34	176Y1A0416	BUDDA LAXMISRAVANI
35	176Y1A0417	CHEERLA SANDHYARANI
36	176Y1A0419	CHIDURALA AKARSHA
37	166Y1A0455	NAGAPURI HARINI
38	166Y1A0458	ONTHALA MADHUMITHA
39	166Y1A0458	ONTHALA ASHASREE
40	166Y1A0458	PASIKA MOUNIKA
41	166Y1A0458	POKURU RASAGNA
42	166Y1A0458	PURURI NANDINI
43	166Y1A0463	PUNNAM NAVYA

Rajini
PRINCIPAL

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (R)
WARANGAL - 506 371 (T.S.)

S.NO	ROLL NUMBER	NAME
44	166Y1A0466	SADENENI KAVYA SRI
45	166Y1A0469	SIVANGULA RISHIKA
46	166Y1A0470	SUTHARI SREESHMA
47	166Y1A0471	SYEDA MEHVISH JAMAL
48	166Y1A0473	THALLAPELLE MADURI
49	166Y1A0476	VEMULA SACHIVYA REDDY
50	166Y1A0477	VENUVANKA MANSI
51	166Y1A0478	VURLUGONDA SOUMYA
52	166Y1A0479	ZILPELLIWAR SREEJA
53	176Y5A0402	ALUGOJU SPANDANA
54	176Y5A0405	MANTHRI SHASHIKALA
55	176Y5A0406	MODEM DIVYA
56	176Y5A0407	PABBU ANUSHA
57	166Y1A0501	ADIDALA SINDHUJA
58	166Y1A0503	AKUTHOTA DIVYA
59	166Y1A0504	ALLAM MADHUMITHA
60	166Y1A0505	AMMA ANUSHA
61	166Y1A0506	ANSURI LIKITHA
62	166Y1A0507	AREPALLY SANKEERTHANA
63	166Y1A0508	ARURI NIHARIKA
64	166Y1A0516	BANDA SUSHMA
65	166Y1A0517	BANDI VAISHNAVI
66	166Y1A0509	ASMA ANJUM
67	166Y1A0510	AYESHA FARHEEN
68	166Y1A0512	BALA PRIYANKA
69	166Y1A0513	BALABOINA ANU PALLAVI
70	196Y1A0557	KUNCHALA POOJA
71	196Y1A0560	MERUGU MANOGNA
72	196Y1A0561	METTU JYOTHIKA
73	196Y1A0562	MITTAPALLI SRAVANI
74	196Y1A0563	MOGILI TRIVEDHA
75	196Y1A0566	MUPPIDI SATHWIKI
76	196Y1A0567	NABEELA SHIFA
77	196Y1A0570	NALIVELA SHANMUKHA PRIYA
78	196Y1A0572	NANDIKONDA NAVYA
79	196Y1A0573	NEKKANTI PAVANI SRI NAGAVALLI
80	196Y1A0574	NERELLA SRINIJA
81	196Y1A0578	PANCHAGIRI MANISHA
82	196Y1A0579	PARAVASTHU SRILAXMIPRASANNA
83	196Y1A0580	PATHIPAKA RAKSHITHA
84	196Y1A0582	PITTA SAI SRI
85	196Y1A0583	PITTALA GOUTHAMI
86	196Y1A0584	PUPPALA RACHANA
87	196Y1A0585	RAVULAKOLANU SRIVANI
88	196Y1A0586	ROMANA TAFHEEM
87	196Y1A0587	RUDROJU AKSHAYA
90	196Y1A0589	SAGARLA SUPRATHIKA
91	196Y1A0590	SAHANA
92	196Y1A0591	KUNCHALA POOJA
93	186Y1A0210	ELLABOINA KEERTHANA
94	186Y1A0212	ILAPAKA PREETHI

Rajani

PRINCIPAL

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (T.S.)

S.NO	ROLL NUMBER	NAME
95	186Y1A0214	KANTHULA PRAVALIKA
96	186Y1A0215	KATTA SRUTHI
97	186Y1A0216	LAVUDYA SHIREESHA
98	186Y1A0217	MANCHALA BHARGAVI
99	186Y1A0218	NADUMULA ANUHYA
100	186Y1A0222	QUDSIA RAHMAN
101	186Y1A0223	RAVULA LATHA SREE
102	186Y1A0224	SANAM NAMRATHA
103	186Y1A0225	TEJAVATH CHANDINI NAIK
104	186Y1A0227	VALADASU BHAVANA
105	186Y1A0228	VASAM VENNELA
106	196Y5A0215	KODI SAHITYA
107	196Y5A0216	KURAPATI KEERTHANA
108	186Y1A0401	ABBADY KEERTHANA
109	186Y1A0405	AKINAPELLI NAVYASRI
110	186Y1A0406	AKULA VARALAXMI
111	186Y1A0408	ALUGURI VIDHYA SRI
112	186Y1A0410	ANNABOINA HARSHINI
113	186Y1A0411	ANNAMDAS MAYURI
114	186Y1A0412	ARAVIKATLA RINALDI
115	186Y1A0417	BODDU MOUNIKA
116	186Y1A0419	BOLLAM NIHARIKA
117	186Y1A0420	BOMMINENI PRAVALIKA
118	186Y1A0424	CHATLA RAMYA
119	186Y1A04A5	VARNA THIRUMALA
120	186Y1A04A7	VENNAMANENI DEEKSHITHA
121	196Y5A0401	ANTHONY LORINA JOSEPH
122	196Y5A0411	KONGARI KEERTHANA
123	196Y5A0412	MACCHA SARASWTHI
124	196Y5A0416	RAVULA NIHARIKA
125	186Y1A0502	AGAPATI RUCHITHA
126	186Y1A0505	ANUMU SUSHMA
127	186Y1A0506	ARELLI RAMYA
128	186Y1A0507	ARUKONDA RUTHIKA
129	186Y1A0508	ATIFA SARWATH
130	186Y1A0510	BANDA BHARGAVI
131	186Y1A0511	BASANI SAI MANASA
132	186Y1A0512	BETHI HARIKA
133	186Y1A0515	BOJJAM CHARITHA
134	186Y1A0516	BOORA NAGA SANDEEPA
135	186Y1A0518	CHANDANALA APOORVA


COORDINATOR




HOD


PRINCIPAL
Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (T.S.)



SUMATHI REDDY

INSTITUTE OF TECHNOLOGY FOR WOMEN

L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

A one-day career guidance program on **Clarity and Concision (19-11-2020).**

FEEDBACK FORM

** Indicates required question*

1. Name of the Program *

2. Branch *

3. Date of the event *

Example: January 7, 2019

4. Name of the Student *

5. H.T. No *

6. Is the lecture/hands-on training well organized? *

Mark only one oval.

☐ Excellent

☐ Very Good

☐ Good

☐ Poor

7. Whether it is relevant to the curriculum? *

Mark only one oval.

☐ Excellent

☐ Very good

☐ Good

☐ poor

8. Proficiency of the expert and delivery *

Mark only one oval.

☐ Excellent

☐ very Good

☐ Good

☐ Poor



Rijan

Principal

**Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)**

9. Response to queries by resource person *

Mark only one oval.

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Poor

10. Any suggestion/improvement (related to Industry scenario and others if any) *

This content is neither created nor endorsed by Google.

Google Forms



Rijan

Principal

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)



SUMATHI REDDY

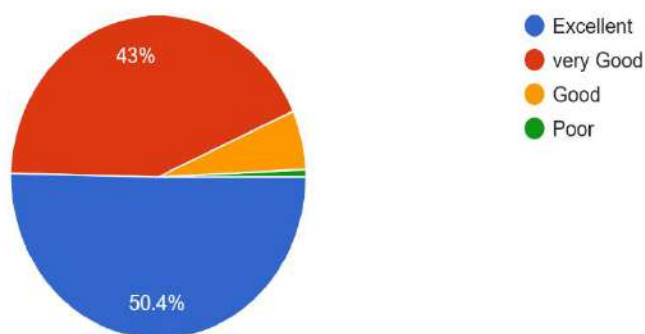
INSTITUTE OF TECHNOLOGY FOR WOMEN

L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

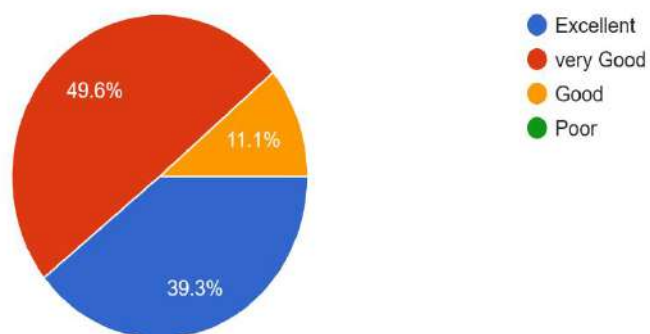
Is the lecture/hands-on training well organized?

135 responses



Whether it is relevant to the curriculum?

135 responses



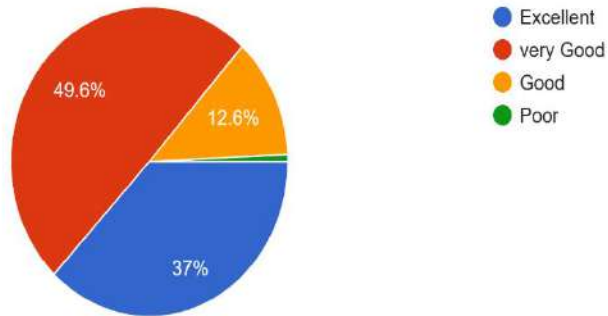
Rijan

Principal

Sumathi Reddy Institute of Technology for Women
Ananthasagar (M), Hasanparthy (M)
WARANGAL - 506 371 (TS)

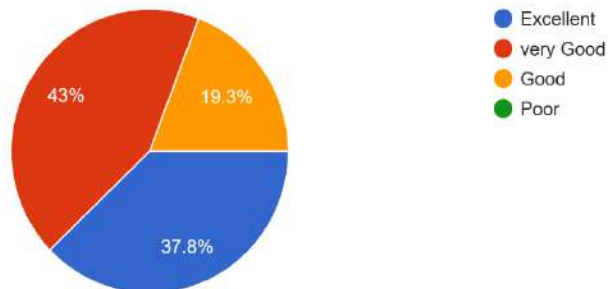
Proficiency of the expert and delivery

135 responses



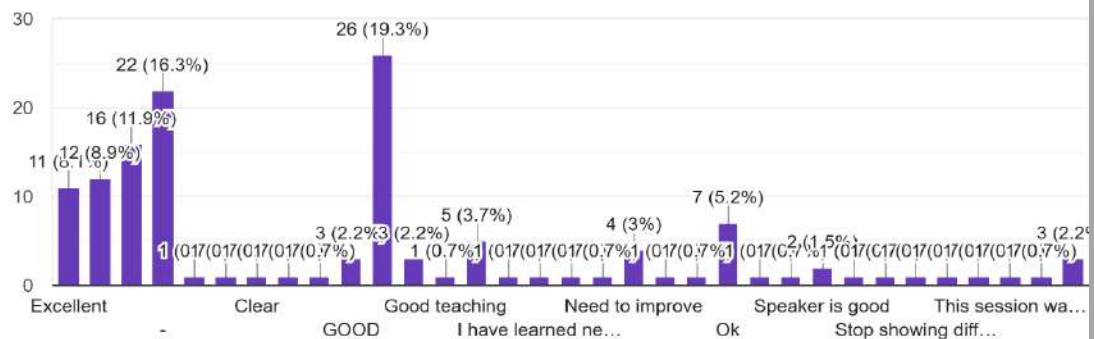
Response to queries by resource person

135 responses



Any suggestion/improvement (related to Industry scenario and others if any)

135 responses



Rijan

Principal

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)