



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/2023

Date: 02.05.2023

CIRCULAR

All the students are hereby informed that a one-day career guidance program on “**written communication**” in association with Telangana Academy for Skill and Knowledge (TASK) Telangana, will be held on May 5, 2023. Interested students can enroll their names with the coordinator, Ms. V. Sushma Latha, Assistant Professor, Department of CSE.

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

Venue: Seminar Hall.

Training and Placement Officer

To be read in all classrooms

Copy to:

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



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A One-day Career Guidance Program on

Written Communication

(05.05.2023)

Coordinator

Ms. V. Sushmalatha
Assistant Professor,
Dept. of CSE

Venue:

Seminar Hall

Time:

9:30am - 4:00pm

-No Registration Fee



Resource Person:

Mr. T.

Kumaraswamy

Key Points:

- The Role of Written Communication in the Workplace.
- Permanent Record
- Clarity and Precision.
- Thoughtful Expression.
- Formal and Informal Contexts.

**ORGANIZED BY
TRAINING & PLACEMENT CELL**



Riya

Principal

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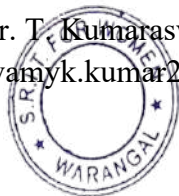
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Program Schedule:

Date/Day	Session Time	Topic for Discussion	Speaker Name
05.05.2023	10:00 am - 10:50 am	The Role of Written Communication in the Workplace.	Mr. T. Kumaraswamy Telangana Academy for Skill and Knowledge (TASK) Telangana
	10:50 am – 11:30 am	Key Elements of Written Communication.	
	11:30 am – 11:45 am	Break	
	11:45 am – 12:50 pm	The Writing Process Common Written Communication Challenges.	
	12:50 pm to 1:30 pm	Lunch Break	
	1:30 pm to 2:20 pm	Email Etiquette and Professional Correspondence.	
	2:20 pm – 3:00 pm	Business Reports and Documentation.	
	3:00 pm – 3:40 pm	Effective Documentation and Proposals.	
	3:40 pm – 4:00 pm	Practical Writing Exercises.	

Resource Person Details: Mr. T. Kumaraswamy, TASK, Telangana.
swamyk.kumar2002@gmail.com



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REPORT OF THE WORKSHOP



**A one day career guidance program has been taken by Mr.T.Kumaraswamy
Personality development Trainer Task,Hyderabad on 05.05.2023**

A one-day career guidance program has been conducted at SRITW Warangal, in association with Telangana Academy for Skill and Knowledge (TASK) by Mr. Kumaraswamy on “Written Communication”.

Written communication is the process of conveying information, ideas, thoughts, or messages through written symbols, such as words, sentences, and paragraphs. It is a fundamental and essential form of communication that plays a crucial role in various aspects of personal, academic, and professional life. Here are some key aspects and characteristics of written communication

Overall, written communication is a versatile and indispensable tool in modern society. It plays a pivotal role in education, business, literature, journalism, science, diplomacy, and countless other domains, enabling the exchange of ideas and information in a structured and lasting manner.



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Objective of the Program: The main objective of this program is

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.

Outcome: After completing this training course, students will be able to

1. Ability to develop and express ideas, opinions, and information in an appropriate form
2. Develop critical thinking.
3. Develop team-building.
4. Resolve conflicts.



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DATE: 05-05-2023

LIST OF STUDENTS ENROLLED FOR WRITTEN COMMUNICATION PROGRAM

Sl. No.	Roll Number	Name of the Student	Signature
1	196Y1A0460	LAKUM RASHMITHA	Rashmitha
2	196Y1A0461	LINGABATTULA NIHITHA	NIHITHA
3	196Y1A0463	MATETI JAYASRI	Jayasri
4	196Y1A0464	MD NAZBUNNISA	Nazbunnisa
5	196Y1A0465	MEKKERA SATHVIKA	Sushma
6	196Y1A0466	MERGU SUSHMA	Sushma
7	196Y1A0467	MOTAPOTHULA PRANITHA	Pranitha
8	196Y1A0468	NAGOTHU VARSHA	Varsha
9	196Y1A0469	NALIVELA NIHARIKA	N. Niharika
10	196Y1A0470	NALLABELLY RISHITHA	N. Rishitha
11	196Y1A0471	NEERUDU NAGALAXMI	Nagalaxmi
12	196Y1A0472	NERELLA PRASANNA	Prasanna
13	196Y1A0473	NERELLA SAMITHA	Samitha
14	196Y1A0474	PAMMIDI ALEKHYA	P. Alekhy
15	196Y1A0476	POLSANI SAI PRIYA	Sai priya
16	196Y1A0478	SANA TABASSUM	Sana
17	196Y1A0479	SANDUPATLA LAXMI	Laxmi
18	196Y1A0480	SANKEESA KRUSHITHA	Krushitha
19	196Y1A0481	SHARMA DURGA	DURGA
20	196Y1A0483	SINGIREDDY NIHARIKA	Niharika
21	206Y5A0413	GAJULA RUCHITHA SRI	Ruchitha Sri
22	206Y5A0414	JADALA HAMSIKA	Hamsika
23	206Y5A0415	KALAKOTI SREEJA	Sreeja
24	206Y5A0416	KASHETTI SOWMYA	Sowmya
25	206Y5A0417	KONDA SHIRISHA	Shirisha
26	206Y5A0419	MEESA SAHITHI	Sahithi
27	206Y5A0420	MITTAPALLI SUSMITHA	Susmitha
28	206Y5A0422	MUPPIDOJU HARSHITHA	Harshitha
29	206Y5A0423	NAGAVELLI SAI SUCHITHA	Sai Suchitha
30	206Y5A0424	SATHURI DEEPTHI	Deepthi
31	206Y1A6624	JULAPELLY VARSHA	Varsha
32	206Y1A6625	KADARLA MANASA	Manasa
33	206Y1A6626	KADARLA VAAGDEVI	Vaagdevi
34	206Y1A6629	KUKKALA DEEPIKA	Deepika
35	206Y1A6630	KURNA PRERANA	Prerana
36	206Y1A6631	LAKUM HARSHINI	L. Harshini
37	206Y1A6635	MUPPIDI. SAANVIKA	Saanvika
38	206Y1A6636	NAGAPURI BHARANI	N. Bharani
39	206Y1A6638	NAVADURI SAHITYA	Sahitya
40	206Y1A6639	PADIDALA INDHU	Indhu
41	206Y1A6640	P.MADHAVI	P. MADHAVI
42	206Y1A6643	PENDHOTA SAHITHI PRIYA	PRIYA
43	206Y1A6644	PONNAM. RUCHITHA	Ruchitha
44	206Y1A6645	RAMANCHA JASHNAVI	Jashnavi
45	206Y1A6646	REDDY VYSHNAVI	Vyshnavi



Rajini
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Sl. No.	Roll Number	Name of the Student	Signature
46	206Y1A6648	SURAM KEERTHI	Keerthi
47	206Y1A6649	UDUTHA SWATHI	Swathi
48	196Y1A0201	BHUKYA KALA RANI	Rani
49	196Y1A0203	DUGGISHETTI VARSHITHA	Varsha
50	196Y1A0204	GADDAM NIKHITHA	Nishitha
51	196Y1A0206	KANDAKATLA LAXMIPRASANNA	Laxmi
52	196Y1A0210	PAKA CHANDHANA	Chandana
53	196Y1A0212	POODHARI SAMYUKTHA	Samyuktha
54	196Y1A0217	THELU ANUSHA	Anusha
55	206Y5A0202	BOLLOJU MANASWINI	Manaswini
56	206Y5A0203	BONAGIRI SANDHYA	Sandhya
57	206Y5A0204	CHILUMULA DEEPTHI	Deepthi
58	206Y5A0205	DEVUNURI SRAVANTHI	Sravanthi
59	206Y1A0570	PASUNUTI CHANDANA	Chandana
60	206Y1A0571	PASUPULETI GOUTHAMI	Gouthami
61	206Y1A0572	PENDOTA AKSHITHA	Akshitha
62	206Y1A0575	POSHALA VYSHNAVI	Vyshanavi
63	206Y1A0576	PULA LAXMI PRASANNA	Prasanna
64	206Y1A0577	PUNEM. POOJITHA	Poojitha
65	206Y1A0578	RAVADA SURYA VAISHNAVI	Surya
66	206Y1A0579	RAVALI ALAKUNTA	Ravali
67	206Y1A0584	RUPIREDDY AKSHAYA	Akshaya
68	206Y1A0585	RUPIREDDY AKSHITHA	Akshitha
69	206Y1A0586	SAINI SUMANJALI	Sumanjali
70	206Y1A0589	SANIYA SALWA	Salwa
71	206Y1A0590	SHREYA CHEETI	Shreya
72	216Y5A0405	BANDIKATLA SHIVANI	Shivani
73	216Y5A0406	BOGA SAHITHYA	Sahithya
74	216Y5A0407	BOLUKONDA GAYATHRI	Gayathri
75	216Y5A0410	HUSNA HUMERA	Humera
76	216Y5A0411	KATKURI SUJITH MEGHANA	Meghana
77	216Y5A0412	KOLIPAKA SOWMYA	Sowmya
78	216Y5A0413	KUNDURU PRANAVI	Pranavi
79	216Y5A0414	MADIGA PRATHYUSHA	Prathyusha
80	216Y5A0416	MILKURI SHUSHRUTHA	Shushrutha
81	216Y5A0422	VADNALA LAHARI	Lahari
82	216Y1A6214	DUGYALA AKANKSHA	Akanksha
83	216Y1A6216	GANGULA SHIVANI	Shivani
84	216Y1A6218	GATTU ASHWITHA	Ashwini
85	216Y1A6219	GUNDA VARSHA	Varsha
86	216Y1A6223	KONDA KAVYASRI	Kavyasri
87	216Y1A6225	MANIKANTI BHUMIKA	Bhumika
88	216Y1A6227	MILKURI SHASHIPRIYA	Shashipriya
89	216Y1A6230	MUPPA MEGHANA	Meghana
90	216Y1A6231	MUSKULA NANDINI	Nandini
91	216Y1A6232	NAGEKAR AKSHAYA	Akshaya
92	216Y1A6234	PULI SRIPADHA SRINIDHI	Srinidhi
93	216Y1A6235	PAIDIPALA VYSHNAVI	Vyshanavi
94	216Y1A6236	PALLENENI SRIRACHANA	Srirachana
95	216Y1A6698	SOMA SUDEEPTHI	Sudeepthi
96	216Y1A6699	SUDHAKAR SHUSHMA	Shushma



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Sl. No.	Roll Number	Name of the Student	Signature
97	216Y1A66A0	THAKUR TULJA	T. Tulja
98	216Y1A66A3	THATIPELLI TEJASWI	T. Tejaswi
99	216Y1A66A4	THIPPANI MANASA	Manasa
100	216Y1A66A5	THOGARI SHIVANI	T. Shivani
101	216Y1A66A6	THUMMA CHANDHANA	Thandha
102	216Y1A66A8	UPPULA SUSHMITHA	Sushmitha
103	216Y1A66A9	VADDYA NEHITHA	Nehitha
104	216Y1A66B1	VALABHOJU SRIJA	Srija
105	216Y1A66B3	VANGA VYSHNAVI	V. Vyshnavi
106	226Y5A6601	KAVATI KAVYA	Kavya
107	226Y5A6602	PURAM SUSMITHA	Susmitha
108	226Y5A6603	VANAM SAISWETHA	Swetha
109	216Y1A6702	AKSHITHA GAJULA	Gajula
110	216Y1A6703	AKULA TANVI	Tanvi
111	216Y1A0570	MANCHIKATLA ROHINI	Rohini
112	216Y1A0571	MANDA LAVANYA	Lavanya
113	216Y1A0573	MARRIPELLY ROOPA	Roopa
114	216Y1A0574	MATETI SHIVACHARITHA	Shivacharitha
115	216Y1A0577	MUDDAM NIKHITHA	Nikhitha
116	216Y1A0579	MUNIGANTI HARISHINI	Harishini
117	216Y1A0580	MUTHOJU PRASANNA	Prasanna
118	216Y1A0582	NAGAPURI SAISREE	Sree
119	216Y1A0586	PENDELA BHAVANA NEHA	Neha
120	216Y1A0587	PINNINTI SWAPNA	Swapna
121	216Y1A0588	PULI BHAVANI	Bhavani
122	216Y1A0589	PULYALA SHIVANI	Shivani
123	216Y1A0591	PUSALA ALEKYA	P. Alekya
124	216Y1A0593	RAVULA KEERTHIKA	R. Keerthika
125	216Y1A0594	ROMALA SPOORTHI PRIYADARSHINI	Priya
126	216Y1A0595	RUTTALA VARSHITHA	Varshitha
127	216Y1A0596	SAINDLA SWETHA	Swetha
128	216Y1A0598	SAMHITHA CHUNNAPU	C. Samhitha
129	216Y1A05A0	SANDINENI VAISHNAVI	Vaishnavi
130	216Y1A05A2	SAYYED AFREEN	Afreen
131	216Y1A05A4	SHANIGARAM PAVANI	S. Pavani
132	216Y1A05A5	SHANIGARAPU MOUNIKA	Mounika
133	216Y1A05A6	SURA HARISHA	S. Harisha
134	216Y1A05A7	SURAVARAM SAHAJA REDDY	Sahaja Reddy
135	216Y1A05A8	T V SHUSHRITHA	T V Shushritha
136	216Y1A05A9	TALLA ABHINAYA	Abhinaya
137	216Y1A05B0	TAMMALA RAKSHITHA	Rakshitha


Program Coordinator




HOD


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FEEDBACK FORM

Name of the Program <u>Written Communication</u>					
Branch: <u>ECE</u>			Date: <u>05-05-2023</u>		
Name of the Student: <u>Lakum Rashmitha</u>			H.T. No. <u>196Y1A0M60</u>		
S. No	Item	Excellent	Very good	Good	Poor
1	Is the lecture/hands-on training well organized?	✓			
2	Whether it is relevant to the curriculum?	✓			
3	Proficiency of the expert and delivery	✓			
4	Response to queries by resource person	✓			
5	Any suggestion/improvement (related to Industry scenario and others if any)	✓			

Rejai
PRINCIPAL
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Comments(if any)-----



is good

Rashmitha
Student's Signature



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FEEDBACK FORM

Name of the Program <u>written communication</u>					
Branch: <u>CSM</u>			Date: <u>05.05.2023</u>		
Name of the Student: <u>Tulapelly varsha</u>			H.T. No. <u>206Y1A6624</u>		
S. No	Item	Excellent	Very good	Good	Poor
1	Is the lecture/hands-on training well organized?	✓			
2	Whether it is relevant to the curriculum?	✓			
3	Proficiency of the expert and delivery	✓			
4	Response to queries by resource person	✓			
5	Any suggestion/improvement (related to Industry scenario and others if any)	✓			

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Comments(if any)-----



session is nice and very useful

Varsha
Student's Signature