



ST. JOSEPH'S COLLEGE FOR WOMEN

ATMAKUR ROAD, KURNOOL – 518002

(Affiliated to Rayalaseema University Kurnool)

DEPARTMENT OF ENGLISH

CIRCULAR

Dear Students,

Subject: Employability Skills Certificate Course

We are pleased to announce the commencement of an Employability Skills Certificate Course. This course aims to equip you with essential skills and knowledge to enhance your employability and career readiness.

- **Course Details:** Trainer from Naandhi Foundations Mr Krishna Bhaskar
- **Duration:** 1 week
- **Dates:** 16-08-2022 TO 23-08-2022
- **Time:** 9.00 AM TO 4.00 PM
- **Venue:** College Auditorium

Course Highlights:

Modules: The course will cover key modules including communication skills, teamwork, time management, problem-solving, and professional etiquette.

Delivery: Sessions will be interactive and practical, facilitated by experienced professionals in the field.

Benefits:

Upon successful completion, participants will receive a certificate recognizing their achievement in Employability Skills.

This course is designed to complement your academic learning and prepare you for the competitive job market. We encourage all interested students to take advantage of this valuable opportunity.

For further details, please contact Department In-Charge We look forward to your active participation and success in the Employability Skills Certificate Course.

Best regards,

Mrs. T. Suguna M.A M.Ed.

Faculty in English

St. Joseph's College for Women
Kurnool-2

IQAC Coordinator

Permitted to conduct
the above said course

IQAC COORDINATOR
St. Joseph's College for Women
Atmakur Road, Kurnool-2

PRINCIPAL

St. Joseph's College for Women
J.M.J. Nagar, P.B. No. 20,
Atmakur Road, KURNOOL-2.



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DEPARTMENT OF ENGLISH

CIRCULAR

Date: 26-11-2023

Dear Students

Subject: Invitation to Participate in Certificate Course on Soft Skills

We are pleased to invite you to enrol in a Certificate Course on Soft Skills. This course aims to equip you with essential interpersonal and professional skills that are crucial for personal development and career advancement.

Course Details:

- Dates: **01-12-2023 TO 08-12-2023**
- Time: 3.00 PM TO 4.00 PM
- Venue: COLLEGE AUDITORIUM

Course Overview:

- The Certificate Course on Soft Skills will cover the following key areas:
- Effective Communication
- Teamwork and Collaboration
- Time Management
- Problem-solving
- Leadership Skills
- Emotional Intelligence

Why Participate?

Developing strong soft skills is essential in today's competitive job market. This course will help you enhance your communication abilities, build stronger relationships, and excel in professional settings.

Benefits:

Upon successful completion, participants will receive a certificate recognizing their achievement in Soft Skills development.

Gain practical insights and strategies from experienced instructors and industry professionals.

This course is designed to complement your academic education and prepare you for future career opportunities.

For more details, please contact Department In-Charge.

We look forward to your active participation in the Certificate Course on Soft Skills.


Best regards,


Mrs. T. Suguna M.A M.Ed.

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DEPARTMENT OF ENGLISH

CIRCULAR

Date: 12-02-2025

Dear Students

Date: 12-02-2025

Subject: Certificate Course on Employability Skills for Final Year Students

All the Final Year Students are hereby informed that a Certificate Course on Employability Skills is being organized in collaboration with Unnathi Foundation from 14-02-2025 to 27-03-2025.

This course is designed to enhance students' professional competencies and prepare them for career opportunities. The training will focus on:


- Communication Skills
- Resume Building
- Interview Skills
- Personality Development
- Teamwork & Leadership Skills
- Workplace Etiquette
- Aptitude & Problem-Solving Skills


The sessions will be conducted by experienced trainers from Unnathi Foundation. Regular attendance is mandatory for successful completion of the course. Certificates will be awarded to students who complete the program successfully.

All Final Year students are instructed to enroll their names with the concerned department coordinators on or before 13-02-2025.

For further details, contact the Placement Cell.

Best regards,
Mrs. T. Suguna M.A M.Ed.
Faculty in English
St. Joseph's College for Women
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