



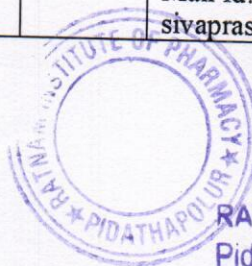
# RATNAM INSTITUTE OF PHARMACY

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## LIST OF LANGUAGE & COMMUNICATION SKILLS

S.No	Academic Year	Name of the Program	Date	No of presents	Details of Resource person
1	2022-2023	World Communication Week	01/11/2022 to 07/11/2022	60	Mr. K. Shiva Prasad, MA B.Ed, English, Ratnam High School, Pidathapolur, Contact Number: 8074858943 Mail Id: sivaprasad4811@gmail.com
2	2021-2022	A Three day program on Influence of language & communication skills on knowledge sharing & transfer.	13/12/2021 to 15/12/2021	61	Mr. K. Shiva Prasad, MA B.Ed, English, Ratnam High School, Pidathapolur, Contact Number: 8074858943 Mail Id: sivaprasad4811@gmail.com
3	2020-2021	A Five day program on English for Career Development.	01/2/2021 to 05/2/2021	60	Mr. K. Shiva Prasad, MA B.Ed, English, Ratnam High School, Pidathapolur, Contact Number: 8074858943 Mail Id: sivaprasad4811@gmail.com
4	2019-2020	A Four day program on Improving Communication Skills.	06/01/2020 to 09/01/2020	45	Mr. K. Shiva Prasad, MA B.Ed, English, Ratnam High School, Pidathapolur, Contact Number: 8074858943 Mail Id: sivaprasad4811@gmail.com
5	2018-2019	A Three day program on Effective Communication Skills for Professionals.	11/03/2019 to 13/03/2019	54	Mr. K. Shiva Prasad, MA B.Ed, English, Ratnam High School, Pidathapolur, Contact Number: 8074858943 Mail Id: sivaprasad4811@gmail.com



  
PRINCIPAL

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Date: 25-10-2022

## CIRCULAR

This is to inform that “**World Communication Week**” is celebrated for the benefit of students to enhance their communication skills in **Ratnam Institute of Pharmacy, Nellore**. The students are requested to participate and enrol the names on or before 31/10/2022.

Venue: Seminar Hall

Date: 01/11/2022 & 07/11/2022

Timings: 3:00 PM to 3:45 PM

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.



*[Handwritten Signature]*  
PRINCIPAL  
25/10/22

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Pidathapolur, Nellore Dt.- 524 346



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## SCHEDULE

**Name of the programme: "World Communication Week"**

**Theme: Speaking with Heart.**

**Date of the program: 01/11/2022 & 07/11/2022**

**Resource person:**

Name: **Mr. K. Shiva Prasad,**  
Designation: MA B.Ed, English,  
Institution Name: Ratnam High School, Pidathapolur,  
Contact Number: 8074858943  
Email id: sivaprasad4811@gmail.com

**Objectives of the program:**

1. To raise awareness about the importance of communication in bridging the gaps between individuals, society, organizations and nations.
2. To create clear and compelling communication in writing, speech & other media.
3. To closely analyse texts, applying critical & theoretical approaches.
4. To communicate effectively & to make use of language with ease in different situations.

**Day wise program schedule:**

**Day 1:** Styles of Communication.

**Day 2:** Letter Writing – Different styles & formats.

**Day 3:** Extempore

**Day 4:** Essay Writing ----- Different styles.

**Day 5:** Email – Etiquette's.

**Day 6:** Recitation & its types.

  
**Program Coordinator**



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Name of the programme: "World Communication Week"

Dates: 01/11/2022 & 07/11/2022

Academic Year- 2022-2023

## PARTICIPANTS LIST

S. No.	Name of the student	Program	Year	Signature
1	Alluru Varshini	B. Pharmacy	1st Year	A. Varshini
2	Ambati Sireesha	B. Pharmacy	1st Year	A. Sireesha
3	Battala Divya	B. Pharmacy	1st Year	B. Divya
4	Bheemappagari Rajesh	B. Pharmacy	1st Year	B. Rajesh
5	Billa Usharani	B. Pharmacy	1st Year	B. Usharani
6	Boggala Maithri	B. Pharmacy	1st Year	B. Maithri
7	Boggala Ruchitha	B. Pharmacy	1st Year	B. Ruchitha
8	Chitteti Jahnvi	B. Pharmacy	1st Year	C. Jahnvi
9	Dabbu Pavani Priyadarshini	B. Pharmacy	1st Year	D. Pavani
10	Daddolu Lakshmi Meghana	B. Pharmacy	1st Year	D. Meghana
11	Dara Sruthi	B. Pharmacy	1st Year	D. Sruthi
12	Duddela Srivani	B. Pharmacy	1st Year	D. Srivani
13	Ediga Vardhan	B. Pharmacy	1st Year	E. Vardhan
14	Gelijaguri Raja Rajeswari	B. Pharmacy	1st Year	G. Raja Rajeswari
15	Gomasani Madhu Chandana	B. Pharmacy	1st Year	G. Madhuchandana
16	Chittineni Venkataraj Sujith	Pharm D	1st Year	G. Sujith
17	Damavarapu Chandana	Pharm D	1st Year	D. Chandana
18	Dharanikota Naga L Akshmi Satwika	Pharm D	1st Year	D. Satwika
19	Kancharla Eswar Vardhan	Pharm D	1st Year	K. Eswar Vardhan
20	Ingilela Veena	Pharm D	1st Year	I. Veena
21	Karanam Vankata Naga Manasa	Pharm D	1st Year	K. Manasa
22	Karunakaran Kavyasri	Pharm D	1st Year	K. Kavyasri
23	Malavatu Satvika	Pharm D	1st Year	M. Satvika
24	Mallapu Mridvika Rao	Pharm D	1st Year	M. Rao
25	Maallika Raja	Pharm D	1st Year	M. Raja
26	Pallala Richa Misritha	Pharm D	1st Year	P. Richa Misritha
27	Pallavolu Basivigari Kiranmai	Pharm D	1st Year	P. Kiranmai
28	Pamanji Sravani	Pharm D	1st Year	P. Sravani
29	R Bagavathi	Pharm D	1st Year	R. Bagavathi
30	Sana Saikumar	Pharm D	1st Year	S. Saikumar

Pidathapolur Village & Post, Muthukur Mandal, SPSR Nellore District - 524346. Andhra Pradesh, India

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31	Katta Chandu	B. Pharmacy	IInd Year	K. Chandu
32	Kattamanchi Sai Sreya	B. Pharmacy	IInd Year	Sai Sreya
33	Katte Deepthi	B. Pharmacy	IInd Year	K. Deepthi
34	Kaveti Chiranjeevi	B. Pharmacy	IInd Year	K. Chiranjeevi
35	Kaveti Suchithra Yadav	B. Pharmacy	IInd Year	K. Suchithra
36	Lokku Chandini	B. Pharmacy	IInd Year	L. Chandini
37	Malepati Harshini	B. Pharmacy	IInd Year	M. Harshini
38	Mallavolu Deepika	B. Pharmacy	IInd Year	M. Deepika
39	Mandadri Meghana	B. Pharmacy	IInd Year	M. Meghana
40	Mangapati Swapna	B. Pharmacy	IInd Year	M. Swapna
41	Mannavarapu Poojitha	B. Pharmacy	IInd Year	M. Poojitha
42	Marri Thanuja	B. Pharmacy	IInd Year	M. Thanuja
43	Mathakala Vamsi	B. Pharmacy	IInd Year	M. Vamsi
44	Nelaturu Hemalatha	B. Pharmacy	IInd Year	N. Hemalatha
45	Nyapathi Sharoon Binny	B. Pharmacy	IInd Year	N. Binny
46	Ojili Sannutha	B. Pharmacy	IInd Year	O. Sannutha
47	Pallikonda Sravya Sri	B. Pharmacy	IInd Year	P. Sravya Sri
48	Paravastu Jayanth Kumar	B. Pharmacy	IInd Year	P. Jayanth Kumar
49	Pellakuri Deepika Raj	B. Pharmacy	IInd Year	P. Deepika Raj
50	Pellakuru Sreevennela	B. Pharmacy	IInd Year	P. Sreevennela
51	Polu Swetha Sindhu	B. Pharmacy	IInd Year	P. Swetha Sindhu
52	Bandela Pushpa	Pharm D	IInd Year	B. Pushpa
53	Bandi Manasa	Pharm D	IInd Year	B. Manasa
54	Bhogu Sri Vaishnavi	Pharm D	IInd Year	B. Sri Vaishnavi
55	Bopparaju Sujisree	Pharm D	IInd Year	B. Sujisree
56	Gogula Krishnan K	Pharm D	IInd Year	G. Krishnan K
57	Gokula Priya S V	Pharm D	IInd Year	G. Priya S V
58	Goli Sivaganga	Pharm D	IInd Year	G. Sivaganga
59	Jeldi Vasundhara	Pharm D	IInd Year	J. Vasundhara
60	Jogi Roshan Kumar	Pharm D	IInd Year	J. Roshan Kumar

  
Program Coordinator



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Name of the programme: "World Communication Week"

Dates: 01/11/2022 & 07/11/2022

Academic Year- 2022-2023

## Day Wise Attendance Sheet

S. No.	Name of the student	Dates of the Program					
		01/11/2022	02/11/2022	03/11/2022	04/11/2022	05/11/2022	07/11/2022
1	Alluru Varshini	1	2	3	4	5	6
2	Ambati Sireesha	1	2	3	4	5	6
3	Battala Divya	1	2	3	4	5	6
4	Bheemappagari Rajesh	1	-Ab-	2	3	4	5
5	Billa Usharani	1	2	3	4	5	6
6	Boggala Maithri	1	2	-Ab-	3	4	5
7	Boggala Ruchitha	1	2	3	4	5	6
8	Chitteti Jahnvi	1	2	3	4	5	6
9	Dabbu Pavani Priyadarshini	1	2	3	4	5	-Ab-
10	Daddolu Lakshmi Meghana	1	-Ab-	2	3	4	5
11	Dara Sruthi	1	2	3	4	5	6
12	Duddela Srivani	1	2	3	4	5	6
13	Ediga Vardhan	-Ab-	1	2	3	4	5
14	Gelijaguri Raja Rajeswari	1	2	3	4	5	6
15	Gomasani Madhu Chandana	1	2	3	4	5	6
16	Chittineni Venkatat Sujith	1	2	3	4	-Ab-	5
17	Damavarapu Chandana	1	2	-Ab-	3	4	5
18	Dharanikota Naga L Akshmi Satwika	1	2	3	4	5	6
19	Kancharla Eswar Vardhan	1	2	3	4	5	-Ab-
20	Ingilela Veena	1	2	3	4	5	6
21	Karanam Vankata Naga Manasa	-Ab-	1	2	3	4	5



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22	Karunakaran Kavyasri	1	2	3	4	5	<del>6</del>
23	Malavatu Satvika	1	2	3	4	5	6
24	Mallapu Mridvika Rao	1	2	3	4	5	6
25	Maallika Raja	1	2	3	4	5	6
26	Pallala Richa Misritha	1	2	3	4	5	6
27	Pallavolu Basivigari Kiranmai	1	2	3	<del>4</del>	5	6
28	Pamanji Sravani	1	2	3	4	5	6
29	R Bagavathi	1	2	3	4	5	6
30	Sana Saikumar	1	2	3	4	5	6
31	Katta Chandu	1	2	3	4	5	6
32	Kattamanchi Sai Sreya	1	2	3	4	5	6
33	Katte Deepthi	1	2	3	4	5	6
34	Kaveti Chiranjeevi	1	<del>2</del>	3	4	5	6
35	Kaveti Suchithra Yadav	1	2	3	4	5	6
36	Lokku Chandini	1	2	3	4	5	6
37	Malepati Harshini	1	2	3	4	5	6
38	Mallavolu Deepika	1	2	3	4	5	6
39	Mandadri Meghana	<del>1</del>	2	3	4	5	6
40	Mangapati Swapna	1	2	3	4	5	6
41	Mannavarapu Poojitha	1	2	3	4	5	6
42	Marri Thanuja	1	2	3	4	5	6
43	Mathakala Vamsi	1	2	3	4	<del>5</del>	6
44	Nelaturu Hemalatha	1	2	3	4	5	6
45	Nyapathi Sharoon Binny	1	2	3	4	5	6
46	Ojili Sannutha	1	2	3	4	5	6
47	Pallikonda Sravya Sri	1	2	3	4	5	6
48	Paravastu	1	2	<del>3</del>	4	5	6

Pidathapolur Village & Post, Muthukur Mandal, SPSR Nellore District - 524346. Andhra Pradesh, India

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	Jayanth Kumar	1	2	-Ab-	3	4	5
49	Pellakuri Deepika Raj	1	2	-Ab-	3	4	5
50	Pellakuru Sreevennela	1	2	3	4	5	6
51	Polu Swetha Sindhu	1	2	3	4	5	6
52	Bandela Pushpa	1	2	3	4	5	6
53	Bandi Manasa	1	2	3	4	-Ab-	5
54	Bhogu Sri Vaishnavi	1	2	3	4	5	6
55	Bopparaju Sujisree	-Ab-	1	2	3	4	5
56	Gogula Krishnan K	1	2	3	4	5	6
57	Gokula Priya S V	1	2	3	4	5	-Ab-
58	Goli Sivaganga	1	2	3	4	5	6
59	Jeldi Vasundhara	1	2	3	4	5	6
60	Jogi Roshan Kumar	1	2	3	4	5	6

Program Coordinator





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## REPORT

Date: 10/11/2022

**Name of the programme: "World Communication Week"**

**Theme: Speaking with Heart.**

**Date of the program: 01/11/2022 & 07/11/2022**

The Ratnam Institute of Pharmacy organized a training program to improve communication skills in the Seminar Hall from 3:00 PM to 3:45 PM for all the students.

The training program started with addressing the gathering by Program Coordinator and welcome speech by Principal, followed by introducing the resource person **Mr. K. Shiva Prasad.**

The session started by giving the explanation of different styles of communication like passive, aggressive, passive –aggressive & assertive. He expressed that passive and assertive style is most convenient and widely method. He also explained the art of letter writing, its importance in job applications & leave letter formats and styles of writing official & unofficial formats of letters. He also stated the general mistakes that we do commonly do while writing letters and ways to overcome it. He also organized group discussions to identify the spontaneity & effective decision making skills among the students. He also spoke about various skills of an orator & mentioned ways to indicate skills.

He further discussed about the mail writing skills which improves students language skills. He also conducted essay writing activities for students putting them to practical approach, which promotes creative thinking. He also explained the importance and need of Email writing tips and formats and basic process of creating, editing and sending, formatting and forwarding the email to multiple people and groups at a time. Total of 60 students actively participated in this program.

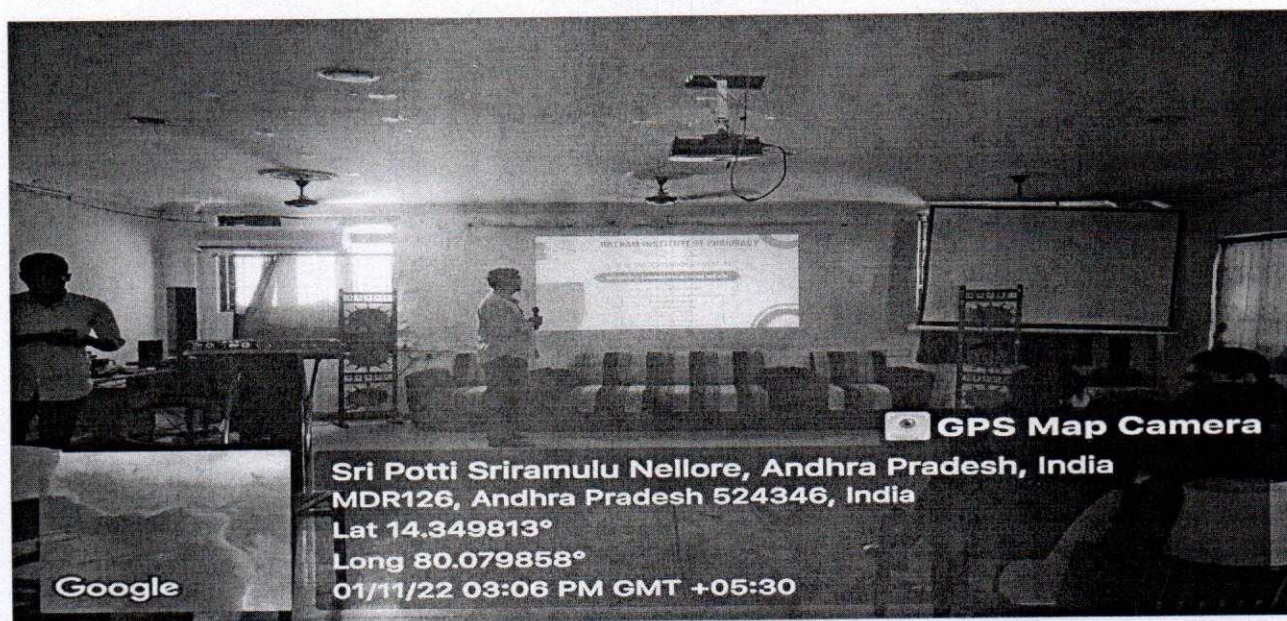
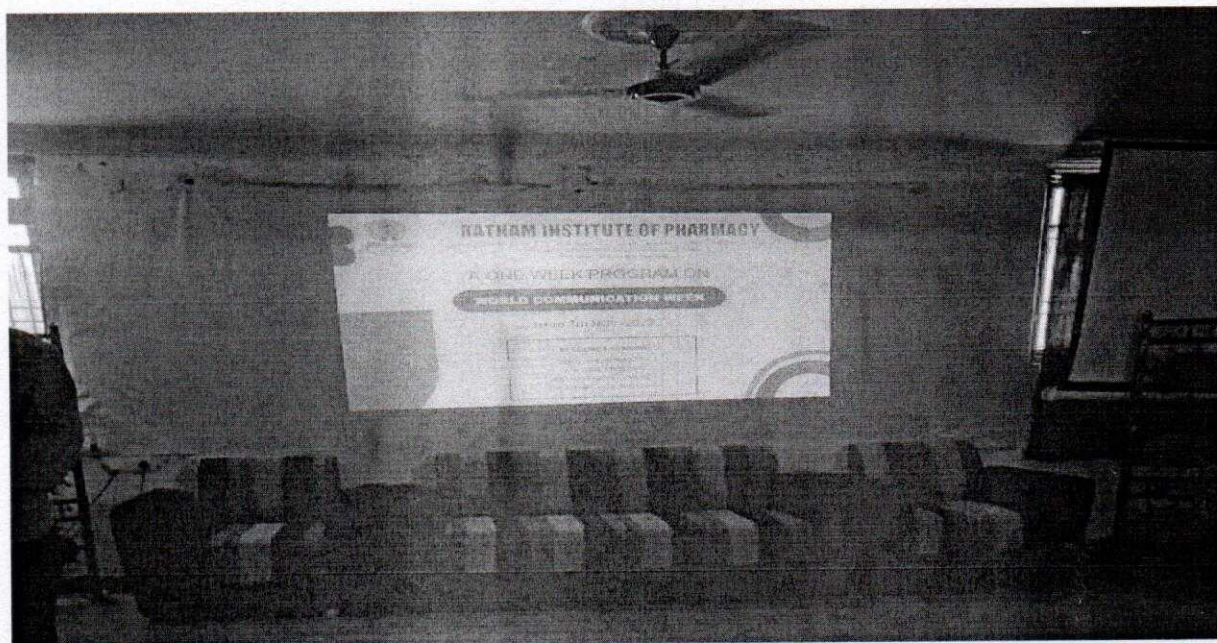
The program ended with a vote of thanks by the Program Coordinator, Principal, and Management of Ratnam Institute of Pharmacy to the resource person and the students for making this program successful.



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*Srikrishna*  
Program Coordinator



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Date: 7-12-2021

## CIRCULAR

This is to inform that **A Three day** program on **“Influence of language & communication skills on knowledge sharing & transfer”** will be conducted for the benefit of the students to improve language and communication skills in **Ratnam Institute of Pharmacy, Nellore**. The students are requested to participate and enrol the names on or before 12/12/2021.

Venue: Seminar Hall

Date: 13/12/2021 to 15/12/2021

Timings: 2:30 PM to 3:30 PM

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.



*[Signature]*  
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## SCHEDULE

**Name of the programme:** A Three day program on “Influence of language & communication skills on knowledge sharing & transfer”.

**Date of the program:** 13/12/2021 to 15/12/2021

**Resource person:**

**Name:** Mr. K. Shiva Prasad,  
**Designation:** MA B.Ed, English,  
**Institution Name:** Ratnam High School, Pidathapolur,  
**Contact Number:** 8074858943  
**Email id:** sivaprasad4811@gmail.com

**Objectives of the program:**

1. To enable the students to understand and use the language in different contexts.
2. To build collective knowledge and streamline processes.
3. To develop the language skills for effective communication and understanding the situation.
4. To empower the people to make good decisions in the corporate sector.

**Day wise program schedule:**

**Day 1:** Basic communication model & Organizational knowledge.

**Day 2:** Basic communication model & Organizational knowledge, culture and language

**Day 3:** Culture and language, corporate knowledge, communication & knowledge sharing.

  
**Program Coordinator**



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**Name of the programme: A Three day program on "Influence of language & communication skills on knowledge sharing & transfer"**

**Date of the program: 13/12/2021 to 15/12/2021**

**Academic Year- 2021-2022**

## PARTICIPANTS LIST

S. No.	Name of the student	Program	Year	Signature
1	Bhogu Sri Vaishnavi	Pharm D	IInd Year	B.Vaishnavi
2	Bopparaju Sujisree	Pharm D	IInd Year	Sujisree
3	Gogula Krishnan K	Pharm D	IInd Year	G.Krishnan
4	Gokula Priya S V	Pharm D	IInd Year	G.Priya
5	Goli Sivaganga	Pharm D	IInd Year	G.Sivaganga
6	Jeldi Vasundhara	Pharm D	IInd Year	J.Vasundhara
7	Jogi Roshan Kumar	Pharm D	IInd Year	J.Roshan Kumar
8	Kailasam Hemasri	Pharm D	IInd Year	K.Hemasri
9	Kamatham Akshayakumari	Pharm D	IInd Year	Akshayakumari
10	Kandlagunta Venkata Priyanka	Pharm D	IInd Year	K.Priyanka
11	Kotapuri Lokesh	Pharm D	IInd Year	Lokesh
12	N Swathi	Pharm D	IInd Year	N.Swathi
13	Pasupuleti Venusree	Pharm D	IInd Year	P.Venusree
14	Pokapudi Harika	Pharm D	IInd Year	P.Harika
15	Sanampudi Srilekha	Pharm D	IInd Year	S.Srilekha
16	Sathish G	Pharm D	IInd Year	S.G
17	Shaik Danish	Pharm D	IInd Year	S.Danish
18	Thulluru Vaishnavi	Pharm D	IInd Year	T.Vaishnavi
19	Ugayagiri Venkata Sivanjali	Pharm D	IInd Year	U.V.Sivanjali
20	Vinukonda Varshitha	Pharm D	IInd Year	V.Varshitha
21	Vishnu Vardhan M	Pharm D	IInd Year	V.Vardhan
22	Vutti Venkata Surendra	Pharm D	IInd Year	V.Surendra
23	Yanamala Pavani	Pharm D	IInd Year	Y.Pavani
24	Yenduri Sai Keerthana	Pharm D	IInd Year	Y.Keerthana
25	Zeeshan Ahmed N	Pharm D	IInd Year	Z.Ahmed
26	Bojja Pravallika	Pharm D	IIIrd Year	B.Pravallika
27	Danyasi Laasya	Pharm D	IIIrd Year	D.Laasya
28	Devalaraju Venkata	Pharm D	IIIrd Year	D.Venkata
29	Gutti Keerthi	Pharm D	IIIrd Year	G.Keerthi



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30	Indla Vishnu Priya	Pharm D	IIIrd Year	I. Vishnu priya
31	Kadivella Reddy Sai Shivani	Pharm D	IIIrd Year	Reddy Sai Shivani
32	Kanchi Nidhish	Pharm D	IIIrd Year	Nidhish
33	Maddala Santhi	Pharm D	IIIrd Year	M. Santhi
34	Meejuri Pallavi	Pharm D	IIIrd Year	Pallavi
35	Modepalli Poojitha	Pharm D	IIIrd Year	M. Poojitha
36	Nasina Vaishnavi	Pharm D	IIIrd Year	N. Vaishnavi
37	Oduru Geethika	Pharm D	IIIrd Year	O. Geethika
38	Anantharapu Preethi	B. Pharmacy	Ist Year	A. Preethi
39	Anki Haritha	B. Pharmacy	Ist Year	A. Haritha
40	Ayyala Sisindri	B. Pharmacy	Ist Year	A. Sisindri
41	Bandham Balaji	B. Pharmacy	Ist Year	B. Balaji
42	Billu Chandu	B. Pharmacy	Ist Year	B. Chandu
43	Boddu Aasritha	B. Pharmacy	Ist Year	B. Aasritha
44	Byrupogu Mourya Vardhan	B. Pharmacy	Ist Year	Mourya vardhan
45	Chinthamreddy Aruna	B. Pharmacy	Ist Year	Aruna
46	Chukkala Sandhya	B. Pharmacy	Ist Year	C. Sandhya
47	Dakka Deepthi	B. Pharmacy	Ist Year	P. Deepthi
48	Dubakula Jahnvi	B. Pharmacy	Ist Year	D. Jahnvi
49	Elaka Supraja	B. Pharmacy	Ist Year	E. Supraja
50	Elapaka Sireesha	B. Pharmacy	Ist Year	E. Sireesha
51	Ganapathi Sai Bhavija	B. Pharmacy	Ist Year	S. Bhavija
52	Giddhaluru Pavani	B. Pharmacy	Ist Year	G. Pavani
53	Godlaveeti Swarna	B. Pharmacy	Ist Year	G. Swarna
54	Goli Vineela	B. Pharmacy	Ist Year	G. Vineela



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55	Gonugunta Akhila	B. Pharmacy	Ist Year	G. Akhila
56	Ingilala Gayathri	B. Pharmacy	Ist Year	D. Gayathri
57	Jana Lavanya	B. Pharmacy	Ist Year	J. Lavanya
58	Kagitha Jakesh	B. Pharmacy	Ist Year	K. Jakesh
59	Kakarla Nani	B. Pharmacy	Ist Year	Nani
60	Kalavakuru Gayatri	B. Pharmacy	Ist Year	K. Gayathri
61	Kalavalapudi Supriya	B. Pharmacy	Ist Year	Supriya

  
**Program Coordinator**





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**Name of the programme: A Three day program on "Influence of language & communication skills on knowledge sharing & transfer".**

**Date of the program: 13/12/2021 to 15/12/2021**

**Academic Year- 2021-2022**

## Day Wise Attendance Sheet

S. No.	Name of the student	Dates of the Program		
		13/12/2021	14/12/2021	15/12/2021
1	Bhogu Sri Vaishnavi	1	2	3
2	Bopparaju Sujisree	4	2	3
3	Gogula Krishnan K	1	2	3
4	Gokula Priya S V	1	2	3
5	Goli Sivaganga	1	2	3
6	Jeldi Vasundhara	1	2	3
7	Jogi Roshan Kumar	1	2	3
8	Kailasam Hemasri	1	2	3
9	Kamatham Akshayakumari	- Ab -	1	2
10	Kandlagunta Venkata Priyanka	1	2	3
11	Kotapuri Lokesh	1	2	3
12	N Swathi	1	2	3
13	Pasupuleti Venusree	1	2	3
14	Pokapudi Harika	1	2	3
15	Sanampudi Srilekha	1	2	3
16	Sathish G	1	2	3
17	Shaik Danish	1	2	3
18	Thulluru Vaishnavi	1	- Ab -	2
19	Ugayagiri Venkata Sivanjali	1	2	3
20	Vinukonda Varshitha	1	2	3
21	Vishnu Vardhan M	1	2	3
22	Vutti Venkata Surendra	1	2	3
23	Yanamala Pavani	1	2	3
24	Yenduri Sai Keerthana	1	2	3
25	Zeeshan Ahmed N	1	2	3
26	Bojja Pravallika	1	2	3
27	Danyasi Laasya	1	2	3
28	Devalaraju Venkata Subbu Sai Suma Mounika	1	2	- Ab -
29	Gutti Keerthi	1	2	3
30	Indla Vishnu Priya	1	2	3
31	Kadivella Reddy Sai Shivani	1	2	3
32	Kanchi Nidhish	1	2	3
33	Maddala Santhi	1	2	3
34	Meejuri Pallavi	1	2	3



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35	Modepalli Poojitha	1	2	→Ab -
36	Nasina Vaishnavi	1	2	3
37	Oduru Geethika	1	2	3
38	Anantharapu Preethi Samyuktha	→Ab -	1	2
39	Anki Haritha	1	2	3
40	Ayyala Sisindri	1	2	3
41	Bandham Balaji	→Ab -	1	2
42	Billu Chandu	1	→Ab -	2
43	Boddu Aasritha	1	2	3
44	Byrupogu Mourya Vardhan	1	2	3
45	Chinthamreddy Aruna	1	2	3
46	Chukkala Sandhya	1	→Ab -	2
47	Dakka Deepthi	1	2	3
48	Dubakula Jahnavi	1	2	3
49	Elaka Supraja	1	2	3
50	Elapaka Sireesha	1	2	3
51	Ganapathi Sai Bhavija	1	2	3
52	Giddhaluru Pavani	1	2	3
53	Godlaveeti Swarna Latha	→Ab -	1	2
54	Goli Vineela	1	2	3
55	Gonugunta Akhila	1	2	3
56	Ingilala Gayathri	1	2	3
57	Jana Lavanya	1	2	3
58	Kagitha Jakesh	1	2	→Ab -
59	Kakarla Nani	1	2	→Ab -



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60	Kalavakuru Gayatri	1	2	3
61	Kalavalapudi Supriya	1	-Ab-	2

  
Program Coordinator



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## REPORT

Date: 18/12/2021

**Name of the programme: A Three day program on “Influence of language & communication skills on knowledge sharing & transfer”**

**Date of the program: 13/12/2021 to 15/12/2021**

The Ratnam Institute of Pharmacy organized a training program to improve communication skills in the Seminar Hall from 2:30 PM to 3:30 PM for all the students.

The training program started with addressing the gathering by Program Coordinator and welcome speech by Principal, followed by introducing the resource person **Mr. K. Shiva Prasad.**

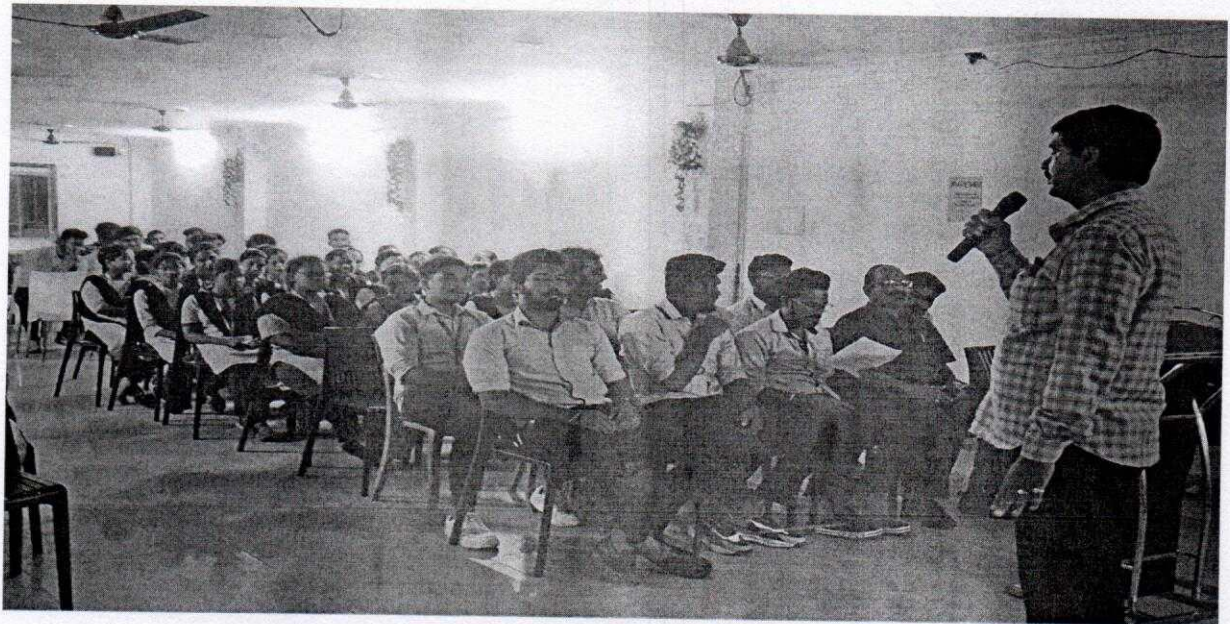
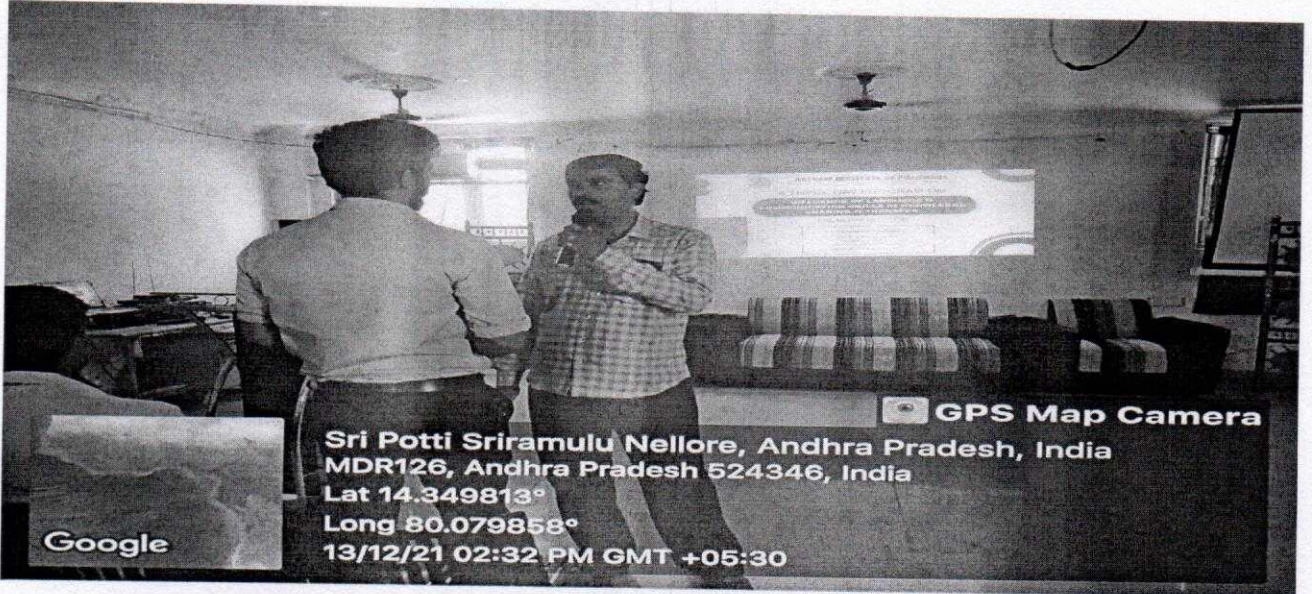
Further the session started by explaining different modes of communication and language. He further explained in detail how the knowledge is encoded by using a language and transmitted in the form of a message by sender through a proper communication channel. He also expressed his opinion regarding the face-face communication as the best mode which allows the sender and receiver to check meaningful sharing. He also explained the concept of knowledge sharing and transfer. He stated that the knowledge transfer as exchange of information between two different persons and within a community. He listed out the benefits & advantages of knowledge transfer and sharing by giving a few daily practice examples. He further stated that “knowledge sharing is not just a piece of information sharing but a provision or receipt of information”. He listed out the different factors that influence the knowledge sharing and transfer like Face to face communication, trust of receiver and sender, Team work of organization etc.... Total of 61 students actively participated in this program.

The program ended with a vote of thanks by the Program Coordinator, Principal and Management of Ratnam Institute of Pharmacy to the Resource Person and the students for making this program successful.



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*Sufajil*  
Program Coordinator



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Date: 25-01-2021

## CIRCULAR

This is to inform the students that **A Five day** program on **“English for Carrier Development”** will be conducted for the benefit of the students to improve language and communication skills in **Ratnam Institute of Pharmacy, Nellore**. The students are requested to participate and enrol the names on or before 30/01/2021.

Venue: Seminar Hall

Date: 01/2/2021 & 05/2/2021

Timings: 10:00 AM to 11:00 AM

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.



  
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## SCHEDULE

**Name of the programme:** A Five day program on “English for Carrier Development”.

**Date of the program:** 01/2/2021 & 05/2/2021

**Resource person:**

**Name:** Mr. K. Shiva Prasad,  
**Designation:** MA B.Ed, English,  
**Institution Name:** Ratnam High School, Pidathapolur,  
**Contact Number:** 8074858943  
**Email id:** sivaprasad4811@gmail.com

**Objectives of the program:**

1. To produce effective communicators with strong linguistic skills, critical thinking ability.
2. To instill a growth mind set to contribute to shaping the future.
3. To identify the job strategies that matches the ideas & skills.
4. To improve the carrier prospect.
5. To empower the people to make good decisions in the corporate sector.

**Day wise program schedule:**

**Day 1:** Basic role of English in carrier development, different ways & strategies.

**Day 2:** Resume writing – basic methodologies & tips.

**Day 3:** Writing a cover letter – basic prerequisites.

**Day 4:** English Language --- Basic requisite for Job market.

**Day 5:** English Language --- Basic skill for interview handling.

  
**Program Coordinator**



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Name of the programme: A Five day program on "English for Carrier Development".

Dates: 01/2/2021 & 05/2/2021

Academic Year- 2020-2021

## PARTICIPANTS LIST

S. No.	Name of the student	Program	Year	Signature
1	Leburu Sneha	Pharm D	IVth Year	L. Sneha
2	Athipalli Gowthami	Pharm D	IVth Year	A. Gowthami
3	Avula Sindhuri	Pharm D	IVth Year	A. Sindhuri
4	Bodapathi Manusha Ramesh	Pharm D	IVth Year	B. Manusha
5	Chillakuru Harini	Pharm D	IVth Year	C. Harini
6	Dharmavaram Naga Shireesha	Pharm D	IVth Year	D. Shireesha
7	Dorri Ashok Kumar	Pharm D	IVth Year	Ashok Kumar
8	Galla Jahnvi	Pharm D	IVth Year	G. Jahnvi
9	Gobinath Mirunalini	Pharm D	IVth Year	G. Mirunalini
10	Gotham Susrutha	Pharm D	IVth Year	G. Susrutha
11	Hetcha Guravaiah	Pharm D	IVth Year	H. Guravaiah
12	Jammala Penchalapreethi	Pharm D	IVth Year	J. Penchala
13	Kadiri Renuka	Pharm D	IVth Year	K. Renuka
14	Kanupuru Sai Tejaswi	Pharm D	IVth Year	K. Sai Teja
15	Kariketi Manoj Kumar	Pharm D	IVth Year	Manoj Kumar
16	Moode Divya Sree	Pharm D	IVth Year	M. Divya Sree
17	Moola Raja Rajeswari	Pharm D	IVth Year	M. Raja Rajeswari
18	Munagala Nithyasanthoshini	Pharm D	IVth Year	M. Nithyasanthoshini
19	R G Bhuvana	Pharm D	IVth Year	R. G. Bhuvana
20	Sumaya Shabrin Shaik	Pharm D	IVth Year	Sumaya Shabrin
21	Vignesh L	Pharm D	IVth Year	Vignesh
22	Vutukuri Navya Madhuri	Pharm D	IVth Year	V. Madhuri
23	Yakasiri Sravani	Pharm D	IVth Year	Y. Sravani
24	Yeturu Anjani Priya	Pharm D	IVth Year	K. Anjani
25	Kanupuru Vyshnavi	B. Pharmacy	IIIrd Year	K. Vyshnavi
26	Amuluru Swathi	B. Pharmacy	IIIrd Year	A. Swathi
27	Bathala Vineela Sai	B. Pharmacy	IIIrd Year	B. Vineela Sai
28	Bathina Venkata Susmitha	B. Pharmacy	IIIrd Year	B. V. Susmitha
29	Biradawada Reekhasree	B. Pharmacy	IIIrd Year	B. Reekhasree
30	Bokkisam Ajithkumar	B. Pharmacy	IIIrd Year	Ajith Kumar





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31	Borra Sandhya	B. Pharmacy	IIIrd Year	B. Sandhya
32	Chinthapudi Roja	B. Pharmacy	IIIrd Year	D. Anusha
33	Dabbukottu Anusha	B. Pharmacy	IIIrd Year	D. Anusha
34	Damarapu Jyothsna	B. Pharmacy	IIIrd Year	D. Jyothsna
35	Dana Nechanika	B. Pharmacy	IIIrd Year	D. Nechanika
36	Dasari Deepika	B. Pharmacy	IIIrd Year	D. Deepika
37	Devarakonda Srikanth	B. Pharmacy	IIIrd Year	Srikanth
38	Gogula Alekhya	B. Pharmacy	IIIrd Year	G. Alekhya
39	Gonji Akhila	B. Pharmacy	IIIrd Year	Akhila
40	Gorantla Praneeth Kumar Reddy	B. Pharmacy	IIIrd Year	Praneeth
41	Gunduboina Sowmya	B. Pharmacy	IIIrd Year	G. Sowmya
42	Jampangi Preethi	B. Pharmacy	IIIrd Year	J. Preethi
43	Jangama Gayathri	B. Pharmacy	IIIrd Year	J. Gayathri
44	Kalluri Gowtham	B. Pharmacy	IIIrd Year	Gowtham
45	Kapuluri Yamini Yadav	B. Pharmacy	IIIrd Year	K. Yamini
46	Kavali Seyon	B. Pharmacy	IIIrd Year	K. Seyon
47	Koduru Sreemadhuri	B. Pharmacy	IIIrd Year	K. Sreemadhuri
48	Maila Kamakshi	B. Pharmacy	IIIrd Year	M. Kamakshi
49	Makani Venkatasaikishore	B. Pharmacy	IIIrd Year	M. Kishore
50	Manikala Pravallika	B. Pharmacy	IIIrd Year	M. Pravallika
51	Marella Lakshmi Yoga Deepika	B. Pharmacy	IIIrd Year	M. Lakshmi
52	Maruboina Haritha	B. Pharmacy	IIIrd Year	M. Haritha
53	Modiboina Gnanadeepika	B. Pharmacy	IIIrd Year	M. Gnanadeepika
54	Mogaligunta Navyalatha	B. Pharmacy	IIIrd Year	N. Navyalatha
55	Pesala Ashok Vara Prasad	B. Pharmacy	IIIrd Year	Ashok
56	Pillaveni Venkatasushma	B. Pharmacy	IIIrd Year	P. Venkatasushma
57	Polepalli Kalyani	B. Pharmacy	IIIrd Year	P. Kalyani
58	Popuri Bhavana	B. Pharmacy	IIIrd Year	P. Bhavana
59	Pralayakaveri Hari Prasad	B. Pharmacy	IIIrd Year	P. Hari Prasad
60	Pulisetty Rajeswari	B. Pharmacy	IIIrd Year	P. Rajeswari

  
Program Coordinator



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Name of the programme: A Five day program on "English for Carrier Development".

Dates: 01/2/2021 & 05/2/2021

Academic Year- 2020-2021

## Day Wise Attendance Sheet

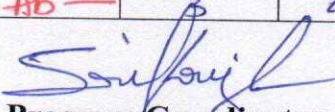
S. No.	Name of the student	Dates of the Program				
		01/02/2021	02/02/2021	03/02/2021	04/02/2021	05/02/2021
1	Leburu Sneha	1	2	3	4	5
2	Athipalli Gowthami	1	2	3	4	5
3	Avula Sindhuri	1	2	3	4	<del>Ab</del>
4	Bodapathi Manusha Ramesh	1	<del>Ab</del>	2	3	4
5	Chillakuru Harini	1	2	3	4	5
6	Dharmavaram Naga Shireesha	1	2	3	4	5
7	Dorri Ashok Kumar	1	2	3	4	5
8	Galla Jahnavi	1	2	3	4	5
9	Gobinath Mirunalini	1	2	<del>Ab</del>	3	4
10	Gotham Susrutha	1	2	3	4	5
11	Hetcha Guravaiah	<del>Ab</del>	1	2	3	4
12	Jammala Penchalapreethi	1	2	3	4	5
13	Kadiri Renuka	1	2	3	4	5
14	Kanupuru Sai Tejaswi	1	2	3	4	5
15	Kariketi Manoj Kumar	1	2	3	4	5
16	Moode Divya Sree	1	2	3	4	5
17	Moola Raja Rajeswari	1	2	3	4	5
18	Munagala Nithyasanthoshini	1	2	3	4	5
19	R G Bhuvana	1	2	3	4	5
20	Sumaya Shabrin Shaik	1	<del>Ab</del>	2	3	4
21	Vignesh L	1	2	3	4	5
22	Vutukuri Navya Madhuri	1	2	3	4	5
23	Yakasiri Sravani	1	2	3	4	5
24	Yeturu Anjani Priya	1	2	3	4	5
25	Kanupuru Vyshnavi	1	2	3	<del>Ab</del>	4
26	Amuluru Swathi	1	2	3	<del>Ab</del>	4
27	Bathala Vineela Sai	1	2	3	4	5
28	Bathina Venkata Susmitha	1	2	3	4	5
29	Biradawada Rekhasree	1	2	3	4	5
30	Bokkisam Ajithkumar	1	2	3	4	5
31	Borra Sandhya	1	2	3	4	5



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32	Chinthapudi Roja	1	2	3	4	5
33	Dabbukottu Anusha	1	2	3	4	5
34	Damarapu Jyothsna	1	<del>Ab</del>	2	3	4
35	Dana Neehanika	1	2	3	4	5
36	Dasari Deepika	1	2	3	4	5
37	Devarakonda Srikanth	1	2	3	4	5
38	Gogula Alekhya	1	2	3	4	5
39	Gonji Akhila	1	2	3	4	5
40	Gorantla Praneeth Kumar Reddy	1	2	3	4	<del>Ab</del>
41	Gunduboina Sowmya	1	2	3	4	5
42	Jampangi Preethi	1	2	3	4	5
43	Jangama Gayathri	1	2	3	4	5
44	Kalluri Gowtham	1	2	3	4	5
45	Kapuluri Yamini Yadav	1	2	3	4	5
46	Kavali Seyon	1	2	3	4	5
47	Koduru Sreemadhuri	1	2	3	<del>Ab</del>	4
48	Maila Kamakshi	1	2	3	4	5
49	Makani Venkatasaikishore	1	2	3	4	5
50	Manikala Pravallika	<del>Ab</del>	1	2	3	4
51	Marella Lakshmi Yoga Deepika	1	2	3	4	5
52	Maruboina Haritha	1	2	3	4	5
53	Modiboina Gnanadeepika	1	2	3	4	5
54	Mogaligunta Navyalatha	1	2	3	4	5
55	Pesala Ashok Vara Prasad	1	2	3	4	5
56	Pillaveni Venkatasushma	1	2	3	4	5
57	Polepalli Kalyani	1	2	3	4	5
58	Popuri Bhavana	1	2	3	4	5
59	Pralayakaveri Hariprasad	1	2	<del>Ab</del>	3	4
60	Pulisetty Rajeswari	1	2	<del>Ab</del>	3	4

  
Program Coordinator



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## REPORT

Date: 08/02/2021

**Name of the programme:** A Five day program on “English for Carrier Development”.

**Date of the program:** 01/2/2021 & 05/2/2021

The Ratnam Institute of Pharmacy organized a training program in the Pharmacology Lab from 10:00 AM to 11:00 AM for the students of Pharm D IVth year & B. Pharmacy IIIrd year.

The training program started with addressing the gathering by Program Coordinator and welcome speech by Principal, followed by introducing the resource person **Mr. Shiva Kumar**.

Further the session started by explaining the basic need of English language. Being a universal language, it helps you in communicating with others with fluency and confidence. Along with this, it gives you an edge over competitors and helps you in growing in career. He explained different details to be enclosed in writing a resume like headline, summary, keywords, work experience & use of action verbs to complete a resume required for applying a job. He also briefly explained how to write a cover letter by including details like Vocabulary, highlights of skills, use of tenses, job specific cover letters based on level of formality.

He further focussed on prerequisites that we require to enter into the job market like vocabulary, section of job that matches our profile and skills and technique of reading the job advertisement etc. He further focussed on do's & don'ts while attending the interview and basic ways of responding to interviewer's questions & tips for attending the interview. Total of 60 students actively participated in this program.

The program ended with a vote of thanks by the Program Coordinator, Principal, and Management of Ratnam Institute of Pharmacy to the resource person and the students for making this program successful.



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*Saif Ali*  
Program Coordinator



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Date: 02-01-2020

## CIRCULAR

This is to inform that **A Four day** program on **“Improving Communication Skills”** will be conducted for the benefit of the students to improve language and communication skills in **Ratnam Institute of Pharmacy, Nellore**. The students are requested to participate and enrol the names on or before 05/01/2020.

Venue: Seminar Hall - II

Date: 06/01/2020 to 09/01/2020

Timings: 12:00 PM to 12:45 PM

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.



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## SCHEDULE

**Name of the programme:** A Four day program on “Improving Communication Skills”

**Date of the program:** 06/01/2020 to 09/01/2020

### **Resource person:**

**Name:** Mr. K. Shiva Prasad,  
**Designation:** MA B.Ed., English,  
**Institution Name:** Ratnam High School, Pidathapolur,  
**Contact Number:** 8074858943  
**Email id:** sivaprasad4811@gmail.com

### **Objectives of the program:**

1. To interact skilfully and ethically with society.
2. To develop and deliver professional presentations.
3. To engage in scholarly inquiry & social scientific research.
4. Learning different modes of communication and ways to improve skills.

### **Day wise program schedule:**

**Day 1:** Types of communication, benefits, importance & impact on society.

**Day 2:** Different strategies and skills to achieve communication skills.

**Day 3:** Online communication - advantages & ways to improve it.

**Day 4:** Qualities of a skilled and good communicator.

**Program Coordinator**



# RATNAM INSTITUTE OF PHARMACY

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Recognized u/s 2(f) of the UGC Act 1956, New Delhi)

Name of the programme: A Four day program on "Improving Communication Skills"

Date of the program: 06/01/2020 to 09/01/2020

Academic Year- 2019-2020

## PARTICIPANTS LIST

S. No.	Name of the student	Program	Year	Signature
1	Nagam Sreenu	B. Pharm	Ist Year	N. Sreenu
2	Narasapuram Sushma	B. Pharm	Ist Year	N. Sushma
3	Narike Prameela	B. Pharm	Ist Year	N. Prameela
4	Pappuru Nikethaswari Devi	B. Pharm	Ist Year	P. Nikethaswari
5	Parachu Praneeth	B. Pharm	Ist Year	P. Praneeth
6	Pasala Purnimateja	B. Pharm	Ist Year	P. Purnimateja
7	Pathipati Bindhu Sree	B. Pharm	Ist Year	P. Bindhu Sree
8	Penugonda Bhavana	B. Pharm	Ist Year	P. Bhavana
9	Penumadhi Sreenivasulu	B. Pharm	Ist Year	P. Sreenivasulu
10	Peramalachetty Navya	B. Pharm	Ist Year	P. Navya
11	Perapogu Sharon Nicy	B. Pharm	Ist Year	Nicy S.
12	Sachala Siva	B. Pharm	Ist Year	S. Siva
13	Saddapalli Babafakroddin	B. Pharm	Ist Year	S. Babafakroddin
14	Sajja Sravani	B. Pharm	Ist Year	S. Sravani
15	Nagam Sreenu	B. Pharm	Ist Year	N. Sreenu
16	Narasapuram Sushma	B. Pharm	Ist Year	N. Sushma
17	Narike Prameela	B. Pharm	Ist Year	N. Prameela
18	Pappuru Nikethaswari Devi	B. Pharm	Ist Year	P. N. Devi
19	Basivireddy Romitha	B. Pharm	IInd Year	B. Romitha
20	Bathula Srilatha	B. Pharm	IInd Year	B. Srilatha
21	Boganadham Deepika	B. Pharm	IInd Year	B. Deepika
22	Boya Nandini	B. Pharm	IInd Year	B. Nandini
23	Chaluvadi Kamala Kumari	B. Pharm	IInd Year	C. Kamala Kumari
24	Chejerla Madhuri	B. Pharm	IInd Year	Ch. Madhuri
25	Chinthapudi Kavyasri	B. Pharm	IInd Year	C. Kavyasri
26	Chinthapudi Muneeswari	B. Pharm	IInd Year	C. Muneeswari
27	Kareti Lavanya Lahari	B. Pharm	IInd Year	K. Lavanya
28	Kodi Prudvi	B. Pharm	IInd Year	P. Prudvi
29	Koppolu Lakshmi Priyanka	B. Pharm	IInd Year	K. Lakshmi Priyanka
30	Korrakuti Vanditha	B. Pharm	IInd Year	K. Vanditha
31	Kottu Sadhana	B. Pharm	IInd Year	K. Sadhana





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32	Kunchala Kavya	B. Pharm	IInd Year	K. Kavya
33	Leburu Sneha	Pharm D	IIIrd Year	L. Sneha
34	Athipalli Gowthami	Pharm D	IIIrd Year	A. Gowthami
35	Avula Sindhuri	Pharm D	IIIrd Year	A. Sindhuri
36	Bodapathi Manusha Ramesh	Pharm D	IIIrd Year	B.M. Ramesh
37	Chillakuru Harini	Pharm D	IIIrd Year	C. Harini
38	Dharmavaram Naga Shireesha	Pharm D	IIIrd Year	D. Naga Shireesha
39	Dorri Ashok Kumar	Pharm D	IIIrd Year	Ashok Kumar
40	Galla Jahnavi	Pharm D	IIIrd Year	G. Jahnavi
41	Gobinath Mirunalini	Pharm D	IIIrd Year	Gobinath Mirunalini
42	Gotham Susrutha	Pharm D	IIIrd Year	G. Susrutha
43	Hetcha Guravaiah	Pharm D	IIIrd Year	H. Guravaiah
44	Kuntumalla Anusha	Pharm D	IIIrd Year	K. Anusha
45	Maddasani Bhanu Sree	Pharm D	IIIrd Year	M. Bhanu Sree

**Program Coordinator**



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Name of the programme: A Four day program on "Improving Communication Skills".

Date of the program: 06/01/2020 to 09/01/2020

Academic Year- 2019-2020

## Day Wise Attendance Sheet

Sl. No	STUDENT NAME	Dates of the Program			
		06/01/2020	07/01/2020	08/01/2020	09/01/2020
S. No.	Name of the student				
1	Nagam Sreenu	1	2	3	4
2	Narasapuram Sushma	1	2	<del>AB</del>	3
3	Narike Prameela	1	2	3	4
4	Pappuru Nikethaswari Devi	1	2	3	4
5	Parachu Praneeth	1	2	3	4
6	Pasala Purnimateja	1	2	3	4
7	Pathipati Bindhu Sree	1	2	3	4
8	Penugonda Bhavana	1	2	3	4
9	Penumadhi Sreenivasulu	1	<del>AB</del>	2	3
10	Peramalachetty Navya	1	2	3	4
11	Perapogu Sharon Nicy	1	2	3	4
12	Sachala Siva	1	2	3	4
13	Saddapalli Babafakroddin	<del>AB</del>	1	2	3
14	Sajja Sravani	1	2	3	4
15	Nagam Sreenu	<del>AB</del>	1	2	3
16	Narasapuram Sushma	1	2	3	4
17	Narike Prameela	1	2	3	4
18	Pappuru Nikethaswari Devi	1	2	3	<del>AB</del>
19	Basivireddy Romitha	1	2	3	4
20	Bathula Srilatha	1	2	3	4
21	Boganadham Deepika	1	2	3	4



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22	Boya Nandini	1	2	3	4
23	Chaluvadi Kamala Kumari	1	2	<del>Ab</del>	3
24	Chejerla Madhuri	1	2	3	4
25	Chinthapudi Kavyasri	1	2	3	4
26	Chinthapudi Muneeswari	1	2	3	4
27	Kareti Lavanya Lahari	1	2	3	4
28	Kodi Prudvi	1	2	3	4
29	Koppolu Lakshmi Priyanka	1	2	3	4
30	Korrakuti Vanditha	1	<del>Ab</del>	2	3
31	Kottu Sadhana	1	2	3	4
32	Kunchala Kavya	1	2	3	4
33	Leburu Sneha	1	2	3	4
34	Athipalli Gowthami	1	2	3	4
35	Avula Sindhuri	1	2	3	<del>Ab</del>
36	Bodapathi Manusha Ramesh	1	2	3	4
37	Chillakuru Harini	1	2	3	4
38	Dharmavaram Naga Shireesha	1	2	3	4
39	Dorri Ashok Kumar	<del>Ab</del>	1	2	3
40	Galla Jahnvi	1	2	3	4
41	Gobinath Mirunalini	1	2	3	4
42	Gotham Susrutha	1	2	3	4
43	Hetcha Guravaiah	1	2	3	4
44	Kuntumalla Anusha	1	2	3	4
45	Maddasani Bhanu Sree	1	2	3	4

  
Program Coordinator



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## REPORT

Date: 12/01/2020

**Name of the programme:** A Four day program on “Improving Communication Skills”

**Date of the program:** 06/01/2020 to 09/01/2020

The Ratnam Institute of Pharmacy organized a training program in the Seminar Hall from 12:00 PM to 12:45 PM for the students.

The training program started with addressing the gathering by Program Coordinator and welcome speech by Principal, followed by introducing the resource person **Mr. K. Shiva Prasad.**

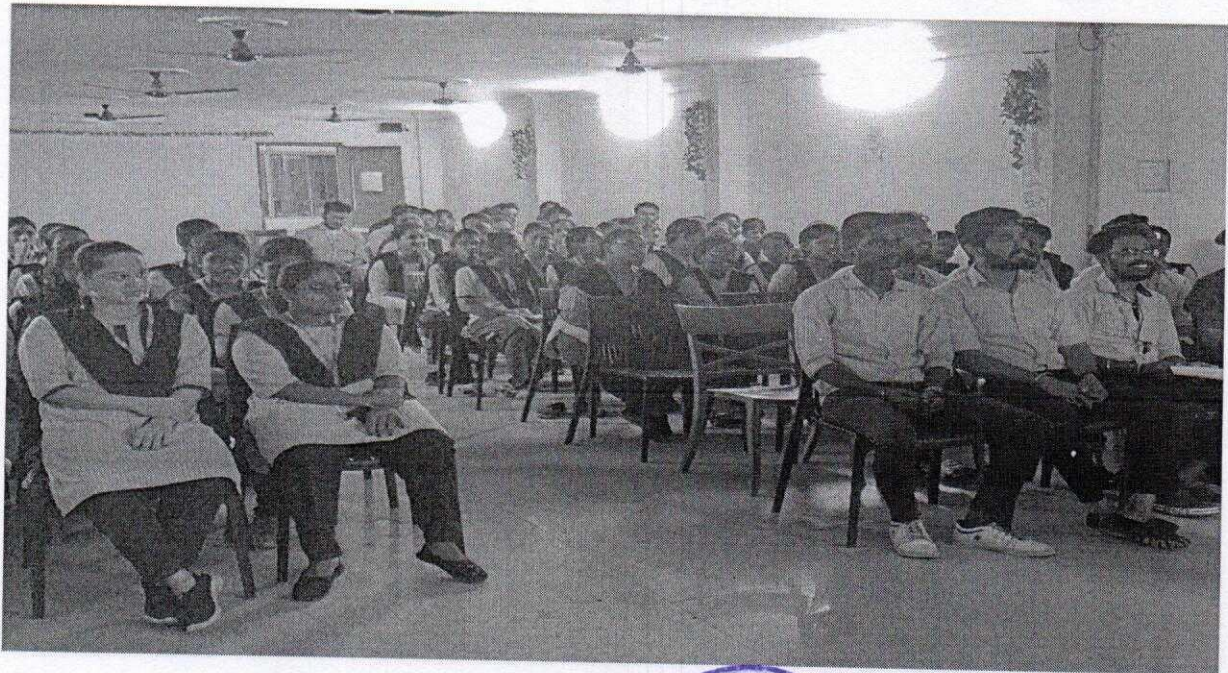
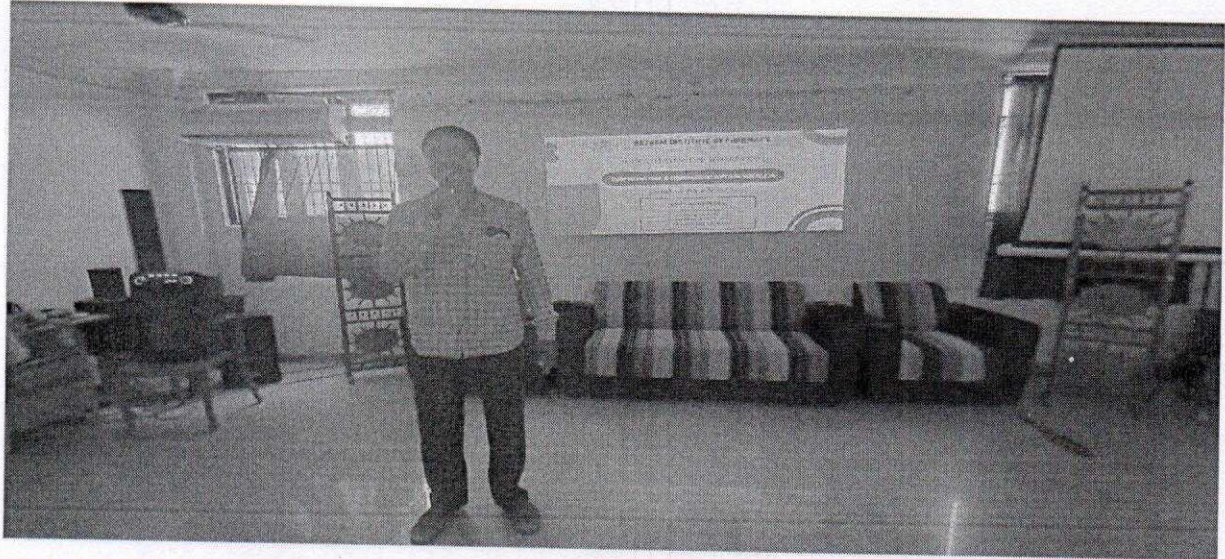
Further the session started with explaining the effects of communication skills on society. He elaborated about different types & modes of communications which helps to improve the written, verbal & non-verbal communication. He added the importance of communication which helps to build connection to customers and improve relationship. He focussed on different modes of online communication and its role in cloud computing tools like messaging, video conference, chatting, chatting via emails & project reports etc.....He further explained the different tools like skype, cyskon, webex etc.... Further he listed the qualities to be present for a good, skilled & effective communicator by giving few examples. Total of 45 students actively participated in this program.

The program ended with a vote of thanks by the Program Coordinator, Principal, and Management of Ratnam Institute of Pharmacy to the resource person and the students for making this program successful.



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*Soufryg*  
Program Coordinator



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Date: 06-03-2019

## CIRCULAR

This is to inform that **A Three day** program on **“Effective Communication Skills for Professionals”** will be conducted for the benefit of the students to improve language and communication skills in **Ratnam Institute of Pharmacy, Nellore**. The students are requested to participate and enrol the names on or before 10/03/2019.

Venue: Seminar Hall

Date: 11/03/2019 & 13/03/2019

Timings: 03:00 PM to 04:00 PM

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.



PRINCIPAL

PRINCIPAL  
RATNAM INSTITUTE OF PHARMACY  
Pidathapalur, Nellore Dt. - 524 346



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## SCHEDULE

**Name of the programme:** A Four day program on “Effective Communication Skills for Professionals”

**Date of the program:** 11/03/2019 & 13/03/2019

### **Resource person:**

**Name:** Mr. K. Shiva Prasad,  
**Designation:** MA B.Ed, English,  
**Institution Name:** Ratnam High School, Pidathapolur,  
**Contact Number:** 8074858943  
**Email id:** sivaprasad4811@gmail.com

### **Objectives of the program:**

1. To enable the students to adopt strategies for effective writing & reading skills.
2. To develop and deliver professional presentations clearly & concisely.
3. To understand the concepts & skills required to communicate in a professional manner.
4. Learning different modes of communication and ways to improve skills.


### **Day wise program schedule:**

**Day 1:** Pre-requisites for effective communication for professionals.

**Day 2:** Importance of Professional communication.

**Day 3:** Different strategies to achieve professional communication.

**Day 4:** Different modules to achieve professional communication.

  
**Program Coordinator**



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Name of the programme: **A Three day ICT program on "Effective Communication Skills for Professionals"**.

Date of the program: 11/03/2019 & 13/03/2019

Academic Year- 2018-2019

## PARTICIPANTS LIST

S. No.	Name of the student	Program	Year	Signature
1	Amuluru Swathi	B. Pharmacy	1st Year	A. Swathi
2	Bathala Vineela Sai	B. Pharmacy	1st Year	B. Vineela Sai
3	Bathina Venkata Susmitha	B. Pharmacy	1st Year	B.V. Susmitha
4	Biradawada Rekhasree	B. Pharmacy	1st Year	B. Rekhasree
5	Bokkisam Ajithkumar	B. Pharmacy	1st Year	B. Ajithkumar
6	Borra Sandhya	B. Pharmacy	1st Year	B. Sandhya
7	Chinthapudi Roja	B. Pharmacy	1st Year	B. Roja
8	Dabbukottu Anusha	B. Pharmacy	1st Year	D. Anusha
9	Damarapu Jyothsna	B. Pharmacy	1st Year	D. Jyothsna
10	Dana Neehanika	B. Pharmacy	1st Year	D. Neehanika
11	Dasari Deepika	B. Pharmacy	1st Year	D. Deepika
12	Devarakonda Srikanth	B. Pharmacy	1st Year	D. Srikanth
13	E Venkata Prasad Naik	B. Pharmacy	1st Year	E.V. Prasad Naik
14	Gunduboina Sowmya	B. Pharmacy	1st Year	G. Sowmya
15	Gunduboina Sree Sai	B. Pharmacy	1st Year	G. Sree Sai
16	Ittagunta Nagavarsha	B. Pharmacy	1st Year	I. Nagavarsha
17	Jampangi Preethi	B. Pharmacy	1st Year	J. Preethi
18	Jangama Gayathri	B. Pharmacy	IIIrd Year	J. Gayathri
19	Kalluri Gowtham	B. Pharmacy	IIIrd Year	J. Gowtham
20	Kapuluri Yamini Yadav	B. Pharmacy	IIIrd Year	K. Yamini Yadav
21	Kavali Seyon	B. Pharmacy	IIIrd Year	K. Seyon
22	Koduru Sreemadhuri	B. Pharmacy	IIIrd Year	K. Sreemadhuri
23	Maruboina Haritha	B. Pharmacy	IIIrd Year	M. Haritha
24	Modiboina Gnanadeepika	B. Pharmacy	IIIrd Year	M. Gnanadeepika
25	Mogaligunta Navyalatha	B. Pharmacy	IIIrd Year	M. Navyalatha
26	Mohammed Saheba	B. Pharmacy	IIIrd Year	M. Saheba
27	Nalapaneni Vaishnavi	B. Pharmacy	IIIrd Year	N. Vaishnavi
28	Nannam Praveen	B. Pharmacy	IIIrd Year	N. Praveen
29	Nariboyina Pavani	B. Pharmacy	IIIrd Year	N. Pavani
30	Nelluru Kiran	B. Pharmacy	IVth Year	N. Kiran





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31	Nerupaka Maheswari	B. Pharmacy	IVth Year	N. maheswari
32	Padartha Sudharani	B. Pharmacy	IVth Year	P. sudharani
33	Pallipati Sukumar	B. Pharmacy	IVth Year	P. Sukumar
34	Penaka Nomika Reddy	B. Pharmacy	IVth Year	P. Nomika Reddy
35	Pesala Ashok Vara Prasad	B. Pharmacy	IVth Year	P. Ashok
36	Thatha Harshavardhini	B. Pharmacy	IVth Year	T. Harshavardhini
37	Theladala Manasa	B. Pharmacy	IVth Year	T. Manasa
38	Thiruvathuru Pavani	B. Pharmacy	IVth Year	T. Pavani
39	Uda Mahalakshmi	B. Pharmacy	IVth Year	U. Mahalakshmi
40	Ukkala Sahithi Sri	B. Pharmacy	IVth Year	U. Sahithi Sri
41	Vatte Sakrappa	B. Pharmacy	IVth Year	V. Sakrappa
42	Thatha Harshavardhini	B. Pharmacy	IVth Year	Harshavardhini
43	Theladala Manasa	B. Pharmacy	IVth Year	T. Manasa
44	Thiruvathuru Pavani	B. Pharmacy	IVth Year	T. Pavani
45	Uda Mahalakshmi	B. Pharmacy	IVth Year	U. Mahalakshmi
46	Danyasi Laasya	Pharm D	IInd Year	D. Laasya
47	Devalaraju Venkata Subbu Sai Suma Mounika	Pharm D	IInd Year	D. V. Subbu Sai Suma Mounika
48	Gutti Keerthi	Pharm D	IInd Year	G. Keerthi
49	Indla Vishnu Priya	Pharm D	IInd Year	T. Vishnu Priya
50	Kadivella Reddy Sai Shivani	Pharm D	IInd Year	K. R. S. Shivani
51	Kanchi Nidhish	Pharm D	IInd Year	K. Nidhish
52	Maddala Santhi	Pharm D	IInd Year	M. Santhi
53	Meejuri Pallavi	Pharm D	IInd Year	M. Pallavi
54	Modepalli Poojitha	Pharm D	IInd Year	M. Poojitha

  
Program Coordinator



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Name of the programme: **A Three day program on "Effective Communication Skills for Professionals"**.

Date of the program: 11/03/2019 & 13/03/2019

Academic Year- 2018-2019

## Day Wise Attendance Sheet

Sl. No	STUDENT NAME	DATES OF THE PROGRAM		
		11-03-2019	12-03-2019	13-03-2019
1	Amuluru Swathi	1	2	3
2	Bathala Vineela Sai	1	—Ab—	2
3	Bathina Venkata Susmitha	1	2	3
4	Biradawada Rekhasree	1	2	3
5	Bokkisam Ajithkumar	1	2	3
6	Borra Sandhya	1	2	3
7	Chinthapudi Roja	—Ab—	1	2
8	Dabbukottu Anusha	1	2	3
9	Damarapu Jyothsna	1	2	3
10	Dana Neehanika	1	2	3
11	Dasari Deepika	1	2	3
12	Devarakonda Srikanth	1	2	—Ab—
13	E Venkata Prasad Naik	1	2	3
14	Gunduboina Sowmya	1	2	3
15	Gunduboina Sree Sai	1	2	3
16	Ittagunta Nagavarsha	1	2	3
17	Jampangi Preethi	—Ab—	1	2
18	Jangama Gayathri	1	2	3
19	Kalluri Gowtham	1	2	3
20	Kapuluri Yamini Yadav	1	—Ab—	2
21	Kavali Seyon	1	2	3
22	Koduru Sreemadhuri	1	2	3



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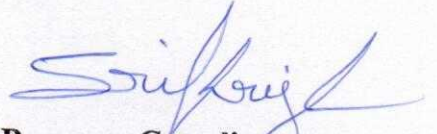
23	Maruboina Haritha	1	2	3
24	Modiboina Gnanadeepika	—Ab—	1	2
25	Mogaligunta Navyalatha	1	2	3
26	Mohammed Saheba	1	2	3
27	Nalapaneni Vaishnavi	1	2	3
28	Nannam Praveen	1	2	3
29	Nariboyina Pavani	1	2	3
30	Nelluru Kiran	1	2	3
31	Nerupaka Maheswari	1	—Ab—	2
32	Padarthi Sudharani	1	2	3
33	Pallipati Sukumar	1	2	3
34	Penaka Nomika Reddy	—Ab—	1	2
35	Pesala Ashok Vara Prasad	1	2	3
36	Thatha Harshavardhini	1	2	3
37	Theladala Manasa	1	2	—Ab—
38	Thiruvathuru Pavani	1	2	—Ab—
39	Uda Mahalakshmi	1	2	3
40	Ukkala Sahithi Sri	1	2	3
41	Vatte Sakrappa	1	2	3
42	Thatha Harshavardhini	1	2	3
43	Theladala Manasa	1	2	3
44	Thiruvathuru Pavani	—Ab—	1	2
45	Uda Mahalakshmi	1	2	3
46	Danyasi Laasya	1	2	3
47	Devalaraju Venkata Subbu Sai Suma Mounika	1	2	3
48	Gutti Keerthi	1	—Ab—	2
49	Indla Vishnu Priya	1	2	3
50	Kadivella Reddy Sai Shivani	1	2	3



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51	Kanchi Nidhish	— Ab —	1	2
52	Maddala Santhi	1	2	3
53	Meejuri Pallavi	1	2	— Ab —
54	Modepalli Poojitha	1	2	3

  
Program Coordinator



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## REPORT

Date: 16/03/2019

**Name of the programme: A Three day program on “Effective Communication Skills for Professionals”**

**Date of the program: 11/03/2019 & 13/03/2019**

The Ratnam Institute of Pharmacy organized a training program in the Seminar Hall from 03:00 PM to 04:00 PM for the students.

The training program started with addressing the gathering by Program Coordinator and welcome speech by Principal, followed by introducing the resource person **Mr. K. Shiva Prasad.**

Further the session started with explaining the pre-requisites required for the professionals for effective communication like inform good and bad news in proper way, instruct, persuade & request. He also explained different types of professional communication like verbal, non-verbal, written & visual. He also briefly explained the process of professional communication which includes use of oral, written, digital & visual forms of information in delivery in a work context.

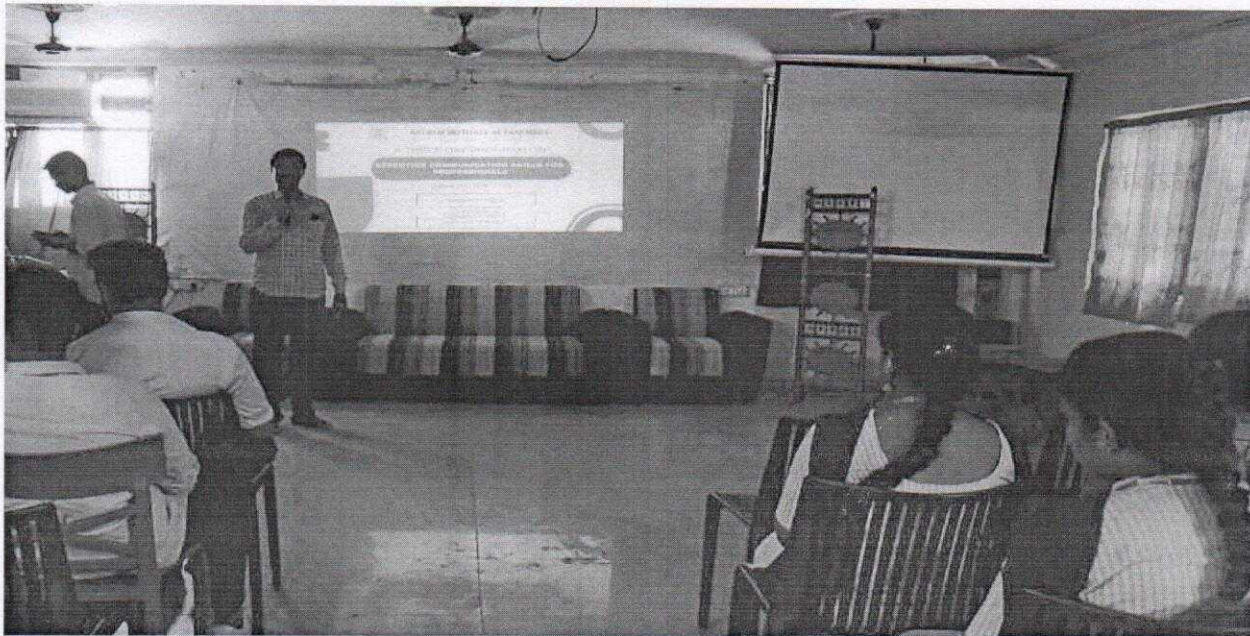
He also briefly enlisted the professional communication skills like active listening, confidence, use of non-verbal clues & consciences etc. He also explained the different skills required for the improvement of communication skills for professionals etc. Total of 54 students actively participated in this program.

The program ended with a vote of thanks by the Program Coordinator, Principal, and Management of Ratnam Institute of Pharmacy to the resource person and the students for making this program successful.



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*Soukaini*  
Program Coordinator