

**GOVERNMENT DEGREE COLLEGE
KARVETINAGARAM, CHITTOOR (DT), A.P.**



**CERTIFICATE COURSE
ON
COMMUNICATION & SOFT SKILLS**

Organized by

Department of English

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram

Date: 25-07-2019

CIRCULAR

All the B.A., B.Com.&B.Sc students are hereby informed that the Department of English is going to commence a certificate course on “**Communication & Soft Skills**” from 01st Aug 2019 in the afternoon sessions.

Duration of the Course: Thirty Hours only

Course Fee: Free of cost

For further details contact Sri K Sridhar, Department of English


PRINCIPAL
Govt. Degree College
KARVETINAGAR - 517582
Chittoor Dt. A.P.

PRINCIPAL



**GOVERNMENT DEGREE
COLLEGE
KARVETINAGARAM
CHITTOOR DIST. AP. 517582**



**CERTIFICATE COURSE
ON**

COMMUNICATION & SOFT SKILLS

Eligibility : All B.Sc, B. Com. & B.A.

Registration Fee : Free

Registration Start : 28-07-2019

Registration End : 30-07-2019

Duration of Course : Thirty Hours

Course Start : 01-08-2019

**Organized by
Department of English**

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST

Certificate Course on "**Communication & Soft Skills**"

SYLLABUS

Total Hours:30

Unit I

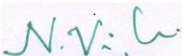
Basic Grammar: Parts of Speech, Tenses, Concord, Articles and Prepositions, Voice, Speech, Vocabulary, Word formation, Collocations and One word substitutes.

Unit II

Functions of Language: Greetings, Introductions, Asking for Information, requests, Orders, Invitations, Suggestions, Seeking permission and Self Introduction.

Unit III

Presentation and Communication Skills: Public Speaking, Welcome Address, Vote of Thanks, Interview Skills, Body Language, Soft Skills, LSRW Skills, Oral and Written communication and Employability Skills


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GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE
ON
COMMUNICATION & SOFT SKILLS



N.V.L.
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Chittoor Dt. A.P.

GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF ENGLISH 2021-22

CERTIFICATE COURSE

ON


COMMUNICATION & SOFT SKILLS

Students Enrolled:

Govt. Degree College, Karvetinagaram, Chittoor Dist.
Department of English - 2019-20
Certificate Course on Communication & Soft Skills
List of Students

S.No	Name of the Student		Class
1	C Sandhya	Female	III B.Com(CA)
2	A Bala Kotaiah	Male	III B.Com(CA)
3	S Bangaraiah	Male	III B.Com(CA)
4	N Chenchu Lakshmi	Female	III B.Com(CA)
5	S Chiranjeevi	Male	III B.Com(CA)
6	G Dhanasekhar	Male	III B.Com(CA)
7	B Dinesh	Male	III B.Com(CA)
8	N Dinesh Kumar	Male	III B.Com(CA)
9	P Ganapathi	Male	III B.Com(CA)
10	K Gopala Krishna	Male	III B.Com(CA)
11	P Gurrappa	Male	III B.Com(CA)
12	N Hari Krishna	Male	III B.Com(CA)
13	V Hemadri	Male	III B.Com(CA)
14	U Jalaja	Female	III B.Com(CA)
15	G Kumar	Male	III B.Com(CA)
16	K Pragathi	Female	III B.Com(CA)
17	N Mahendra	Male	III B.Com(CA)
18	P Nagarjuna	Male	III B.Com(CA)
19	E Nandakumar	Male	III B.Com(CA)
20	D Purushotham	Male	III B.Com(CA)

21	P Rajesh	Male	III B.Com(CA)
22	P Raju	Male	III B.Com(CA)
23	C Robert	Male	III B.Com(CA)
24	K Shireesha	Female	III B.Com(CA)
25	K Vara Lakshmi	Female	III B.Com(CA)
26	G Venu	Male	III B.Com(CA)
27	K Vijay Kumar	Male	III B.Com(CA)
28	G Yuva Raju	Male	III B.Com(CA)
29	G Raja	Male	III B.Com(CA)
30	B Sambasiva Reddy	Male	III B.Com(CA)


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GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF ENGLISH 2021-22

ATTENDANCE SHEET

FOR


CERTIFICATE COURSE

ON

COMMUNICATION & SOFT SKILLS

REGISTER OF ATTENDANCE & FEES ⁽²⁰¹⁹⁻²⁰⁾
 Name of the institute Government Degree College ^{II B Com (A)}
 FOR THE MONTH OF 01-8-19 to 06-9-19 200
 section II B Com (A) place Karvetinagaram

S.NO.	Admission No.	NAMES	01/8/19	02/8/19	03/8/19	04/8/19	05/8/19	06/8/19	07/8/19	08/8/19	09/8/19	10/8/19	11/8/19	12/8/19	13/8/19	14/8/19	15/8/19	16/8/19	17/8/19	18/8/19	19/8/19	20/8/19	21/8/19	22/8/19	23/8/19	24/8/19	25/8/19	26/8/19	27/8/19	28/8/19	29/8/19	30/8/19	31/8/19	No. of days present	FEES		Date of payment	
			Present	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Rs.		P.			
1		K. Dilliprasad	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
2		R. Koteswari Reddy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
3		P. Dileep Kumar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
4		B. Bharat Reddy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
5		T. Venkatesulu	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
6		B. Joga Rao	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
7		P. Vijaya	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
8		B. Ganesh	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
9		T. Balachandras	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
10		K. Bhagyalakshmi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
11		V. Martin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
12		M. Purushotham	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
13		S. Nusrath Bhanu	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
14		C. Menaka	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
15		M. Thulasi Babu	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
16		T. Chandu	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
17		V. Satish	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
18		K. Ganesh	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
19		V. Satish Kumar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
20		P. Jayaram	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
21		C. Naveen Kumar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
22		K. Parvathi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
23		K. Copinath	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
24		J. Ganesh	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
25		P. Chandu	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
26		N. Ajith Kumar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
27		K. Shanmugam	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
28		D. Mahul	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
29		V. Poadeep	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
30		P. Sivakanya	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Number present M			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Daily E			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
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DEPARTMENT OF ENGLISH

Brief Report on
“Communication & Soft Skills”

A certificate course on Spoken English & Communication skills was inaugurated on 01st Aug 2019 in this college by the Principal Dr. N. Vijayasree. The course duration was thirty hours. This course was run free of cost to the student by the Department of English. The course was run by Sri K. Sridhar. The course was conducted one hour per day. Twenty Six students are enrolled in this course.

After completion of the course, Certificates were distributed to the students on 13-09-2019.


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