

Telangana University, Nizamabad

UG CBCS III Semester SEC I Papers (with effect from Academic year 2019-2020)

Course 1: Communication Skills

Context and Justification:

Communication plays an important role in shaping an individual's life, personal as well as professional. Also it is the backbone of any organization / institution. Success in life to a considerable extent depends on effective communication skills. In today's world of computers and digital media, a strong communication skill base is essential for learners and for smooth functioning of an organisation.

Objectives:

This course has been developed with the following objectives:

1. Identify common communication problems that may be holding learners back
2. Identify what their non-verbal messages are communicating to others
3. Understand role of communication in teaching-learning process
4. Learning to communicate through the digital media
5. Understand the importance of empathetic listening
6. Explore communication beyond language

Expected Outcome:

By the end of this program participants should have a clear understanding of what good communication skills are and what they can do to improve their abilities.

Credit: 02

Duration: 30 Hours

Number & Titles of Modules: Total of 7 Modules

Module 1	Listening	4 Hours
Module 2	Speaking	6 Hours
Module 3	Reading	3 Hours
Module 4	Writing and different modes of writing	4 Hours
Module 5	Digital Literacy	4 Hours
Module 6	Effective use of Social Media	4 Hours
Module 7	Non-verbal communication	5 Hours

Module Outline:

Module 1: Listening

4 Hours

- Techniques of effective Listening
- Listening and Comprehension
- Probing questions
- Barriers to Listening

Module 2: Speaking

6 Hours

- Pronunciation
- Enunciation
- Vocabulary
- Fluency
- Common Errors

Module 3: Reading

3 Hours

- Techniques of effective reading
- Gathering ideas and information from a given text
 - i. Identify the main claim of the text
 - ii. Identify the purpose of the text
 - iii. Identify the context of the text
 - iv. Identify the concepts mentioned
- Evaluating these ideas and information
 - i. Identify the arguments employed in the text
 - ii. Identify the theories employed or assumed in the text
- Interpret the text
 - i. To understand what a text says
 - ii. To understand what a text does
 - iii. To understand what a text means

Module 4: Writing and different modes of writing

4 Hours

- Clearly state the claims
- Avoid ambiguity, vagueness, unwanted generalisation and oversimplification of issues
- Provide background information
- Effectively argue the claim
- Provide evidence for the claims
- Use examples to explain concepts
- Follow convention
- Be properly sequenced
- Use proper signposting techniques
- Be well structured

- i. Well-knit logical sequence
 - ii. Narrative sequence
 - iii. Category groupings
- Different model of Writing
 - i. E-mails
 - ii. Proposal writing for Higher studies
 - iii. Recording the proceedings of meetings
 - iv. Any other mode of writing relevant for learners

Module 5: Digital Literacy

4 hours

- Role of Digital literacy in professional life
- Trends and opportunities in using digital technology in workplace
- Internet Basics
- Introduction to MS Office tools
 - i. Paint
 - ii. Office
 - iii. Excel
 - iv. PowerPoint

Module 6: Effective use of Social Media

4 Hours

- Introduction to social media websites
- Advantages of social media
- Ethics and etiquettes of social media
- How to use Google search better
- Effective ways of using social media
- Introduction to Digital Marketing

Module 7: Non-verbal communication

5 Hours

- Meaning of non-verbal communication
- Introduction to modes of non-verbal communication
- Breaking the disbeliefs
- Open and Closed Body language
- Eye Contact and Facial Expression
- Hand Gestures
- Do's and Don'ts
- Learning from experts
- Activities-Based Learning

Pedagogy: Instructor-Led Training, Supplemented by Online Platform (SWAYAM)

Materials: Teaching & Learning

Assessment: Paper-based or Online Assessment



Telangana University

Nizamabad - 503 322, Telangana State

TUSGR : 303813

SEMESTER GRADE REPORT (CBCS)



EXAMINATION:III SEMESTER [REGULAR] AUGUST-2021

ROLL NUMBER :19055063129004
COURSE :B.A.(Economics-History-Political Science)
NAME :GURRALA DIVYA
FATHER'S NAME :GURRALA RAJENDHAR
MOTHER'S NAME :GURRALA RANI
DATE : 20/12/2021

S.No.	Paper Title	Credits	Grade Point	Grade
1	COMMUNICATION SKILLS	2	6	C+
2	ECONOMICS OF RURAL DEVELOPMENT	2	7	B
3	ENGLISH-III	3	6	C+
4	TELUGU-III	3	8	B+
5	ECONOMICS-III	5	0	F
6	HISTORY-III	5	6	C+
7	POLITICAL SCIENCE-III	5	6	C+

RESULT: PROMOTED

SGPA: 0.00

TOTAL CREDITS: 25

SGPA=Total number of credit points in a semester/Total number of credits in a semester

Details of Award of Grades Under Choice Based Credit System(CBCS)

Minimum Pass Marks in Each Paper:- Theory: 40% Sem.Exam and 40% (Sem.Exam + I.A), Practicals : 40% Sem. Exam

Grade Point Scale

Letter Grade	Grade Point	Score Marks Range
A+	10	>=90 & <=100
A	9	>=80 & <90
B+	8	>=70 & <80
B	7	>=60 & <70
C+	6	>=55 & <60
C	5	>=50 & <55
D	4	>=40 & <50
F(FAIL)	0	<40

$$SGPA(S_i) = \sum(C_i \times G_i) / \sum C_i$$

C_i ⇒ No. of Credits in the i^{th} Course.

G_i ⇒ Grade Point Scored by the student in the i^{th} Course.

Section-In-charge

Controller of Examinations



Telangana University

Nizamabad - 503 322, Telangana State

TUSGR : 303812

SEMESTER GRADE REPORT (CBCS)



EXAMINATION:III SEMESTER [REGULAR] AUGUST-2021

ROLL NUMBER :19055063129003
 COURSE :B.A.(Economics-History-Political Science)
 NAME :CHINTHAKINDHI JAMUNA
 FATHER'S NAME :CHINTHAKINDHI YADAGIRI
 MOTHER'S NAME :CHINTHAKINDHI KALAVATHI
 DATE : 20/12/2021

S.No.	Paper Title	Credits	Grade Point	Grade
1	COMMUNICATION SKILLS	2	9	A
2	ECONOMICS OF RURAL DEVELOPMENT	2	7	B
3	ENGLISH-III	3	7	B
4	TELUGU-III	3	10	A+
5	ECONOMICS-III	5	0	F
6	HISTORY-III	5	7	B
7	POLITICAL SCIENCE-III	5	7	B

RESULT: PROMOTED

SGPA: 0.00

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C	5	>=50 & <55
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G_i ⇒ Grade Point Scored by the student in the i^{th} Course.

Section-In-charge

Controller of Examinations



Telangana University

Nizamabad - 503 322, Telangana State

TUSGR : 303811

SEMESTER GRADE REPORT (CBCS)



EXAMINATION:III SEMESTER [REGULAR] AUGUST-2021

ROLL NUMBER :19055063129002
 COURSE :B.A.(Economics-History-Political Science)
 NAME :CHIKATLA SOUMYA
 FATHER'S NAME :CHIKATLA SAILU
 MOTHER'S NAME :CHIKATLA GODAVARI
 DATE : 20/12/2021

S.No.	Paper Title	Credits	Grade Point	Grade
1	COMMUNICATION SKILLS	2	8	B+
2	ECONOMICS OF RURAL DEVELOPMENT	2	7	B
3	ENGLISH-III	3	6	C+
4	TELUGU-III	3	9	A
5	ECONOMICS-III	5	0	F
6	HISTORY-III	5	7	B
7	POLITICAL SCIENCE-III	5	7	B

RESULT: PROMOTED

SGPA: 0.00

TOTAL CREDITS: 25

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A	9	>=80 & <90
B+	8	>=70 & <80
B	7	>=60 & <70
C+	6	>=55 & <60
C	5	>=50 & <55
D	4	>=40 & <50
F(FAIL)	0	<40

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G_i ⇒ Grade Point Scored by the student in the ith Course.

Section-In-charge

Controller of Examinations

Government Degree College, Dharpally

Accredited with NAAC B Grade

CIRCULAR

Vide Circular File No CCE -AC /GEN/82/2021-ACADEMIC CELL
Dated:16.03.,2021all staff members are informed that one month(30
days) training program in Basic Computer Skills will be arranged in
our college from 24.03.2021 at 4.00 pm daily on all working days.

In this is connection staff members are interested to attend the
training are informed to give their name to Mrs.K.SandhyaRani
Guest Lecturer in computer science on or before 20.03.21.

K. Sandhya Rani
Coordinator

[Signature]
Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
DHARPALLY Dist.Nizamabad

Government Degree College, Dharpally

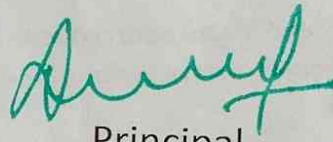
Accredited with NAAC B Grade

Date:21.03.21

CIRCULAR

The staff members in the list enclosed are informed to attend one month training program from 24.03.21 onwards at 4.00 pm daily in computer lab. The training is being conducted in obedience with Circular File No CCE -AC /GEN/82/2021-ACADEMIC CELL Dated:16.03.,2021.

K. Sandhyaarani
Coordinator



Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
DHARPALLY Dist.Nizamabad

Syllabus for Training program for Teaching and Non-Teaching Staff

MS WORD

Sno	Topic	hours
1	Creating a new word document using font styles and paragraph alinements	2
2	Printing the word document using printer settings like A4, legal,printing both sides	2
3	Inserting a table in word document and page layouts giving for word document	2

MS EXCEL

Sno	Topic	hours
1	Creating a worksheet using and Font style and alinements	2
2	Giving cell spacing and and serial numbering and setting worksheet print area	2
3	Inserting cells,inserting columns and rowsin a worksheet.	3


MS POWERPOINT

Sno	Topic	hours
1	Create a new presentation for adding title and subtitle.	2
2	Create a presentation of 5 slides to describe the facilities available to students in your college.	2
3	Applying design and animation to slides.	2
4	How to give slide show using slide show bar	3


PRINCIPAL
GOVT. DEGREE COLLEGE
DHARPALLY, Dist. Nizamabad.

List of Teaching and Non-teaching staff members interested in 30 Days training program in Basic computer skills at Government Degree College, Dharpally from 24.03.21 to 24.04.21

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CHARPALLY, Dist. Nizamabad.

GOVT DEGREE COLLEGE, DHARPALLY

Accredited with NAAC B Grade

One month training program in Basic computer skills at Government Degreee College, Dharpally from 24.03.21 to 24.04.21

STAFF ATTENDANCE SHEET

S.No	Name of the trainee	Designation	24/03/21	25/03	26/03	27/03	30/03	11/04/22	3/04	6/04	7/04	8/04
1	S. Venkata Kishan	Lect. in Economics	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
2	S. Karunakar	Lect. in Botany	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
3	T. Sangeey Kumar	Lect. in Zoology	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
4	Ashok	Lect. in History	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
5	P. Praveen	Lect. in Telugu	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
6	Shiva Krishna	Record Asst.	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
7	J. Ganganna	Store Keeper	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
8	Ch. Ramachand	Lect. in Pol. Sci.	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
9	P. Devidas	Office Subordin	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
10	P. Laxman	Office Subordin	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
11												
12												
13												
14												
15												
16												

Principal
GOVT. DEGREE COLLEGE
DHARPALLY, DIST. NIZAMABAD

GOVT DEGREE COLLEGE, DHARPALLY

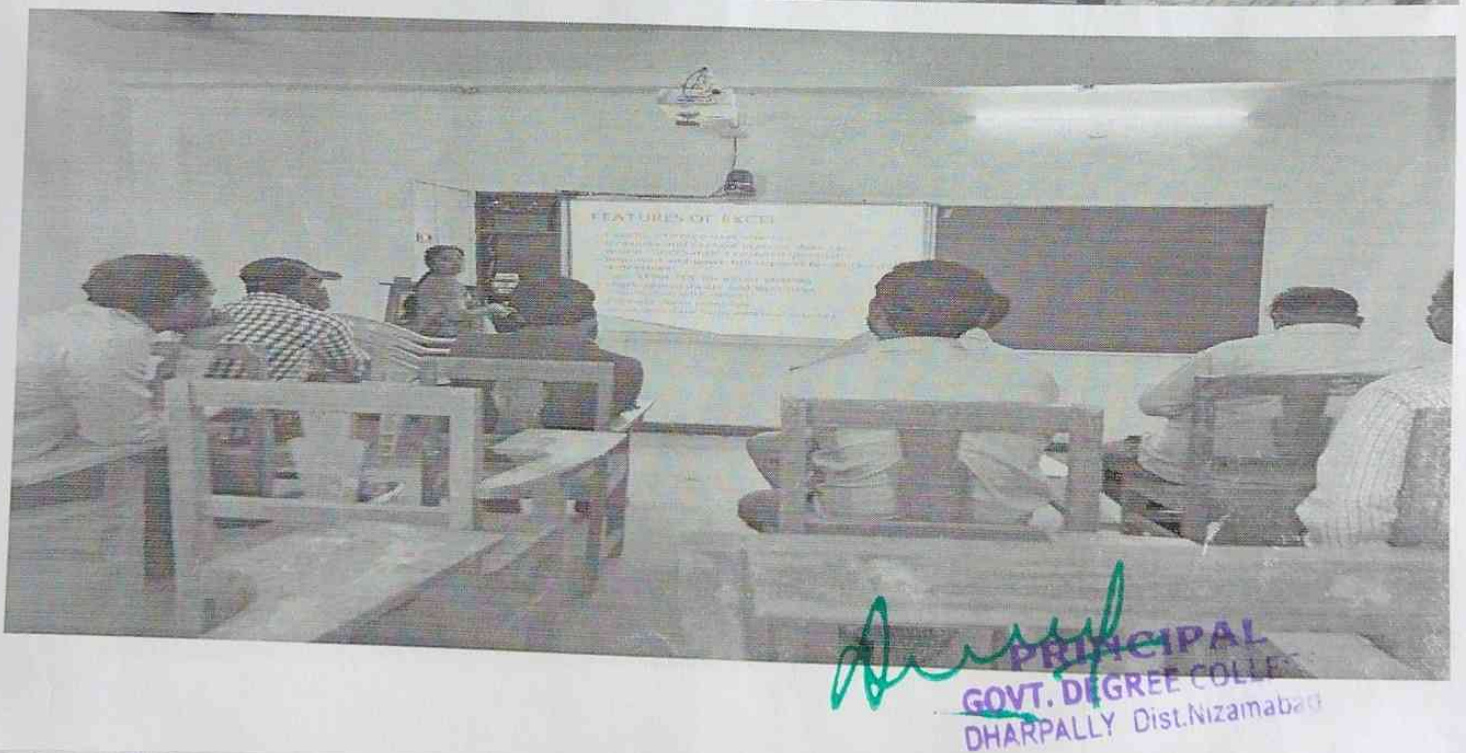
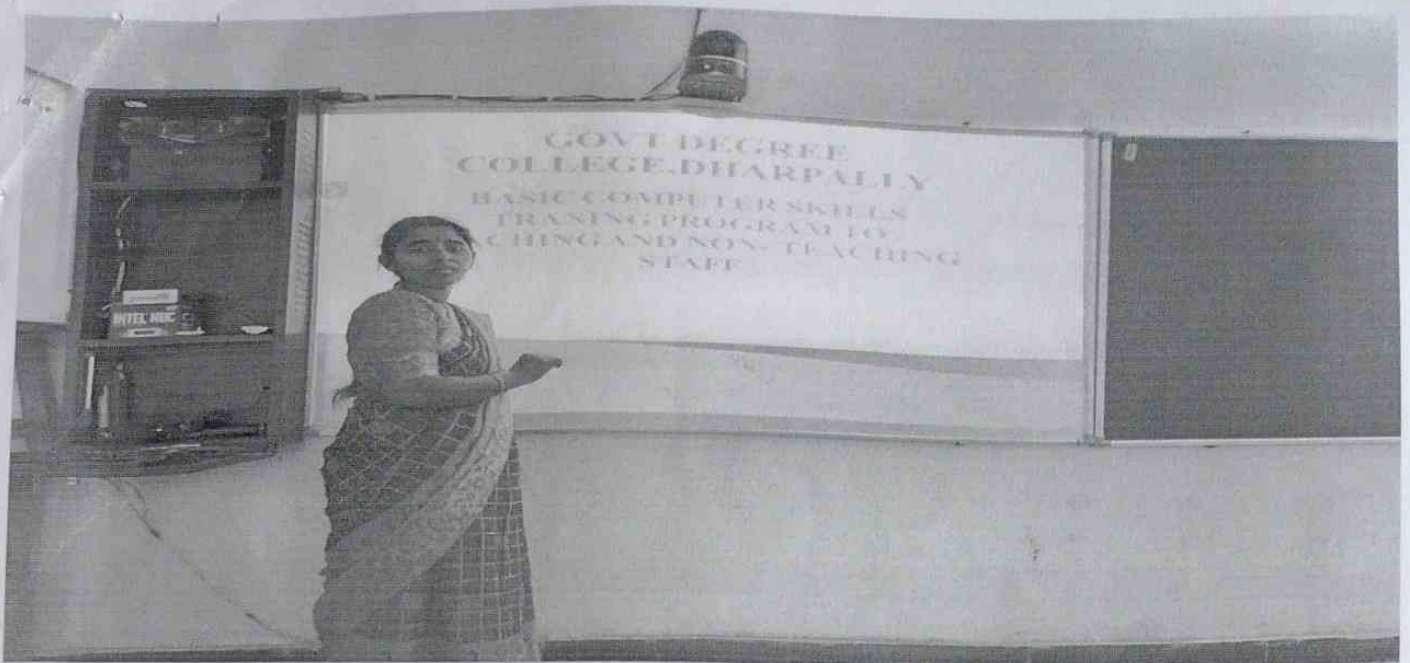
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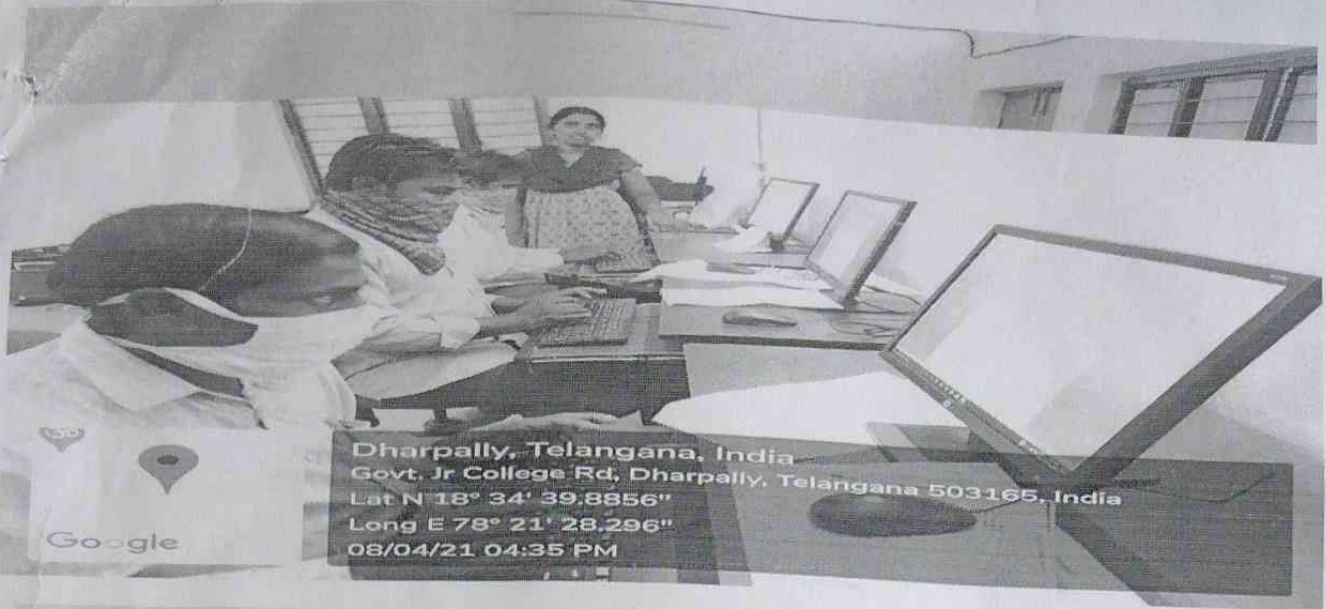
One month training program in Basic computer skills at Government Degree College, Dharpally from 24.03.21 to 24.04.21

STAFF ATTENDANCE SHEET

S.No	Name of the trainee	Designation	9/04	10/04	15/04	16/04	17/04	19/04	20/04	22/04	23/04	24/04
1	S. Venkata Kishan	Lecturer	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
2	G. Karunak	Lecturer in Botany	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
3	T. Sanjeev	Lecturer in Zoology	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
4	Ashok	Lect. in History	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
5	K. Praveen	Lect. in Telugu	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
6	Shiva Krishna	Reord. Asst	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
7	Ganganna	store keeper	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
8	Ch. Ramchand	Lect. in Pol. Sci	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
9	P. Devidas	office	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
10	P. Laxman	office	CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
11												
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Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
DHARPALLY Dist. Nizamabad



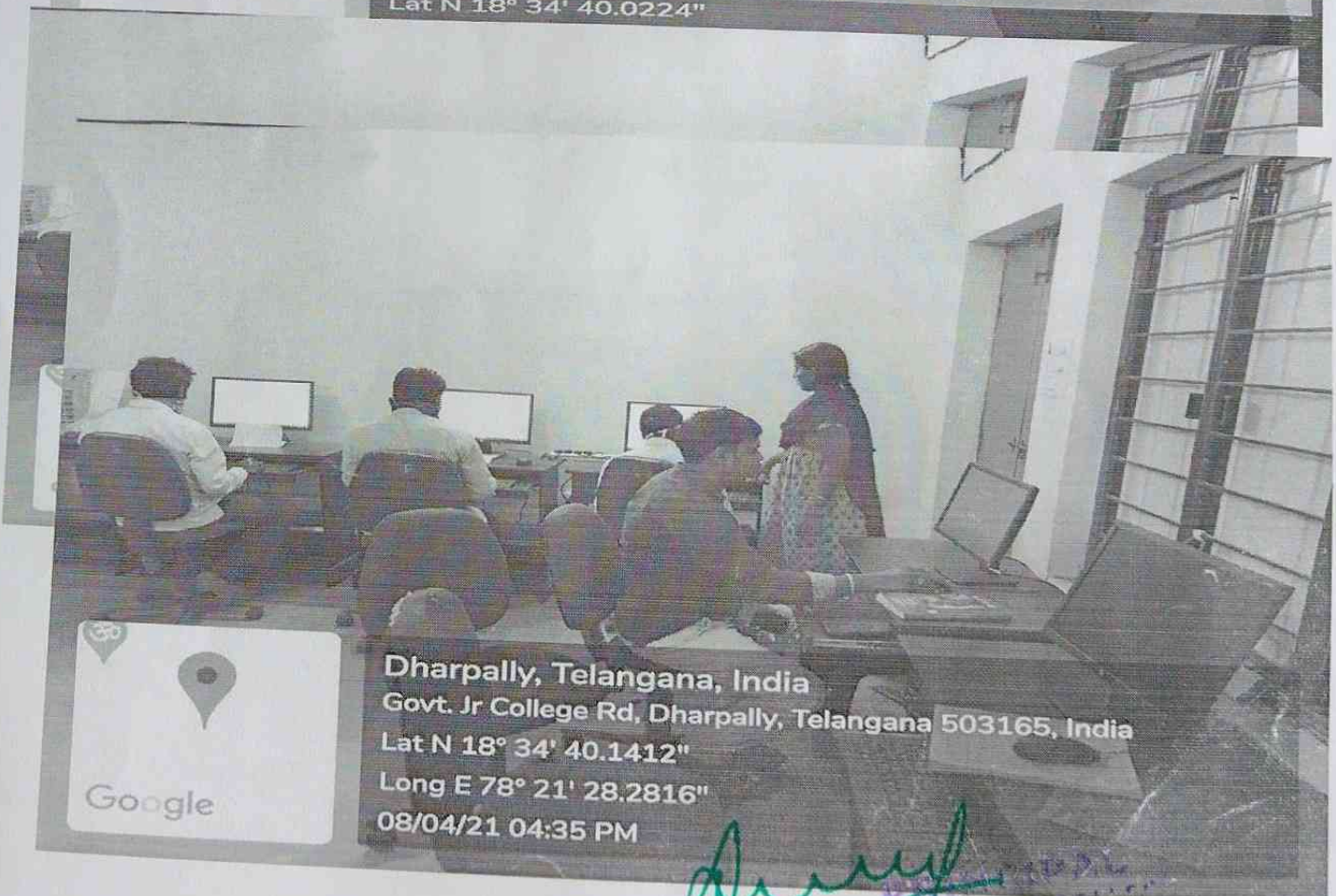


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Long E 78° 21' 28.296"
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Govt. Jr College Rd, Dharpally, Telangana 503165, India
Dharpally
Telangana
India
2021-04-09 (Fri) 04:21 (pm)
Lat N 18° 34' 40.0224"

36°C
97°F



Dharpally, Telangana, India
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GOVT. DEGREE COLLEGE
DHARPALLY Dist. Nizamabad