



## **KNM GOVERNMENT DEGREE COLLEGE**

MIRYALGUDA - 508 207, Nalgonda Dist. (Telangana)

(Affiliated to Mahatma Gandhi University)

Accredited by NAAC

mail ID : knmdc1981@gmail.com web : <https://gdcts.cgg.gov.in/miryalaguda.edu>

Cell : 9491499344.



## **DEPARTMENT OF ENGLISH**

### *CERTIFICATE COURSE*

on

### **“SOFT SKILLS”**

**ACADEMIC YEAR- 2021-22**

**[FROM 16-05-2021 to 18-07-2021]**



**No. Of Participants: 25**

**No. Of Hours: 30**

**Time: 9.00**

KNM GOVERNMENT DEGREE COLLEGE, MIRYALAGUDA,  
NALGONDA DIST

**DEPARTMENT OF ENGLISH**

PERMISSION LETTER

Date: 11-05-2021

To  
The Principal,  
KNM Government Degree College,  
Miryalaguda  
Nalgonda Dist.-508001

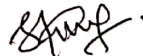
Respected Sir,


Sub:- Department of English - Seeking Permission to start Certificate  
Course in English in our college Request-Reg.  
-000-

We the Department of English would like to start Certificate Course in English in our  
college for the academic year 2021-2022 for the betterment of all English aspirants of our  
college.

Hence, I request you to permit me to start the Certificate Course on " Soft skills " for  
the above mentioned academic year.

Thanking you sir,

  
Yours faithfully  
E. Ram Reddy  
In-charge  
Department of English

*Permission  
granted*  


## CIRCULAR

Date: 13-052021 -2021

All the students are here by informed that we, the Department of English ,are planning to start Certificate Course on "Soft Skills" for a period of 30 hours for this Academic Year 2021-2022. The classes will be conducted during Zero hours that is from 9.00 am to10.00 am t (1hour) on all working days. The Detailed scheduled will be intimated very soon.

Interested candidates may enrol their names with E Ram Reddy, Lecturer in English on or before.14-05--2021.

  
In-charge

Department of English

  
Principal  
K.N.M. Govt. Degree College  
MIRYALGUDA.

## **DEPARTMENT OF ENGLISH**

Certificate Course on

**“SOFT SKILLS”**

### **Curriculum of the Certificate**

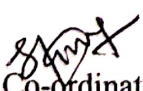
#### **Syllabus for the course**

##### **Introduction of Soft Skills**

##### **Soft Skills Topics to be covered**

- 1) Motivation and Goal setting
- 2) Self Confidence
- 3) Interpersonal Skills
- 4) Time Management
- 5) Non Verbal Skills
- 6) Leadership Skills
- 7) Stress Management
- 8) Etiquette and Grooming
- 9) Decision Making
- 10) Problem Solving

Practice sessions for FIVE hours

  
Course Co-ordinator

  
Principal  
K.N.M. Govt. Degree College  
MIRYALGUDA.




KNM GOVERNMENT DEGREE COLLEGE MIRYALAGUDA

NALGONDA DIST

**DEPARTMENT OF ENGLISH**

**Student Feedback on  
Certificate Course on "Soft Skills"**

Sl.No	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus frame work	20	2	3	0	0	25
2	Coverage of Syllabus	23	2	0	0	0	25
3	Course Methods	20	3	2	0	0	25
4	Explanation of the topics	23	1	1	0	0	25
5	Interaction	21	2	3	0	0	25
6	Doubts clarification	23	2	0	0	0	25
7	Teacher presentation	22	2	0	1	0	25
8	Interest Generation	20	3	2	0	0	25
9	Time Management	24	1	0	0		25
10	Overall opinion	22	2	1	0	0	25
Remarks of the Principal				Very good			

  
Principal  
K.N.M. Govt. Degree College  
Miryalaguda

KNM GOVERNMENT DEGREE COLLEGE,

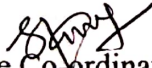
MIRYALAGUDA

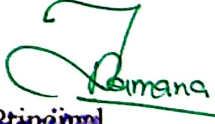
**DEPARTMENT OF ENGLISH**

**Certificate Course Summary**

**On SOFT SKILLS**

1. Name of the course : Soft skills
2. Name of the Course Coordinator: E. Ram Reddy
3. Number of students participated: 25
4. Number of students completed the course: 25
5. Number of hours taken : 30 Hours
6. Date of the course ( From – To) : 16-05-2021 to 18-05-2021
7. No. of certificates issued : 25

  
Course Co-ordinator

  
Principal  
K.N.M. Govt. Degree College  
MIRYALAGUDA

KNM GOVERNMENT DEGREE COLLEGE  
MIRYALAGUDA

**DEPARTMENT OF ENGLISH**  
**Student Feedback Form**

**CERTIFICATE COURSE ON SOFT SKILLS**

Sl.No	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus frame work	✓					
2	Coverage of Syllabus		✓				
3	Course Methods		✓				
4	Explanation of the topics		✓				
5	Interaction		✓				
6	Doubts clarification	✓	✓				
7	Teacher presentation		✓				
8	Interest Generation		✓				
9	Time Management		✓				
10	Overall opinion			✓			

M Shikumar  
Signature of the student







KNM GOVERNMENT DEGREE COLLEGE, MIRYALGUDA  
 CERTIFICATE COURSE IN .....

SOFT SKILLS

ACADEMIC YEAR 20 21 -20 22

DEPARTMENT OF ..... ENGLISH

Sl.No.	Name of the participant	College ID	Group & Year	Student Signature
1	P. Ramu	210440181291032	2 <sup>nd</sup> B.A.E.H.P	P. Ramu
2	G. Vishak	210440181292016	2 <sup>nd</sup> B.A.E.H.P	G. Vishak
3	R. Santhosh	210440181291038	2 <sup>nd</sup> B.A.E.H.P	R. Santhosh
4	V. Janaki Ram	" 1042	2 <sup>nd</sup> B.A.E.H.P	V. Janaki Ram
5	P. Laxmi	210440181292029	2 <sup>nd</sup> B.A.E.H.P	P. Laxmi
6	Ch. Saumya	" 069	2 <sup>nd</sup> B.A.E.H.P	Ch. Saumya
7	U. Lavanya	" 046	II year B.A(E.H.P)	U. Lavanya
8	P. Rama	030	II year B.A(E.H.P)	P. Rama
9	M. Akanksha	021	II <sup>nd</sup> year B.A(E.H.P)	M. Akanksha
10	M. Kalpani	210440181291021	II <sup>nd</sup> year B.A(E.H.P)	M. Kalpani
11	B. Sai	1002	II <sup>nd</sup> year B.A(E.H.P)	B. Sai
12	R. Venkatesh	1037	II <sup>nd</sup> year B.A(E.H.P)	R. Venkatesh
13	U. Nagaraju	1041	II <sup>nd</sup> year B.A(E.H.P)	U. Nagaraju
14	P. Pendera	210440181292027	II <sup>nd</sup> year B.A(E.H.P)	P. Pendera
15	M. Madhu	2022	II <sup>nd</sup> year B.A(E.H.P)	M. Madhu
16	N. Sriprakash	2025	II <sup>nd</sup> year B.A(E.H.P)	N. Sriprakash
17	T. Rakesh	2014	II <sup>nd</sup> year B.A(E.H.P)	T. Rakesh
18	Sk. Nagulmeera	2043	II <sup>nd</sup> year B.A(E.H.P)	Sk. Nagulmeera
19	Gt. Kalpani	2012	II <sup>nd</sup> year B.A(E.H.P)	Gt. Kalpani
20	K. Mahesh	2001	II <sup>nd</sup> year B.A(E.H.P)	K. Mahesh
21	S. Srikanth	2042	II <sup>nd</sup> year B.A(E.H.P)	S. Srikanth
22	V. Nani	2048	II <sup>nd</sup> year B.A(E.H.P)	V. Nani
23	V. Ganesh	2045	II <sup>nd</sup> year B.A(E.H.P)	V. Ganesh
24	N. Shruva Kumar	210440181291024	II <sup>nd</sup> year B.A(E.H.P)	N. Shruva Kumar
25	D. Lachiram	210440181291010	II <sup>nd</sup> year B.A(E.H.P)	D. Lachiram

*[Signature]*  
 Course In-Charge

*[Signature]*  
 Principal  
 K.N.M. Govt. Degree College  
 MIRYALGUDA



# KNM GOVERNMENT DEGREE COLLEGE

MIRALAGUDA, NALGONDA DIST, TS - 508207

(Affiliated to Mahatma Gandhi University, Nalgonda)

## DEPARTMENT OF ENGLISH

### CERTIFICATE

This is certify that Mr / Mrs **G.Vishak B.A. II Year** with Roll No 210440181292016 has successfully completed the certificate course on "**Soft Skills**" organized by the Department of English.

  
Department In charge

  
Principal  
K.N.M. Govt. Degree College  
MIRYALGUDA

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## DEPARTMENT OF ENGLISH

### CERTIFICATE

This is certify that Mr / Mrs **P .Ramu** **B.A II Year** with Roll No 210440181291032 has successfully completed the certificate course on "**Soft Skills**" organized by the Department of English

  
Department In charge

  
Principal *Principal*  
K.N.M. Govt. Degree College  
MIRYALGUDA.