JAYASHANKAR BHUPALPALLY DISTRICT - 506169

TELANGANA STATE, INDIA

Affiliated to Kakatiya University, Warangal

College code : 2425



A CERTIFICATE COURSE ON COMMUNICATION SKILLS IN ENGLISH

From 01.08.2017 to 12.09.2017

Course Coordinator : A.SREENATH Asst. Professor of English

RTMENT OF ENGLISH

MINUTES

Date: 22.07.2017

The staff council meeting has conducted today i.e. on 22.07.2017 at 3.00 PM under the Chairmanship of Dr.A.Srinath, Principal (FAC), at Principal chamber. The under signed staff members have attended the The staff council meeting has conducted today i.e. on 22.07.2017 at meeting, and the following resolutions were passed unanimously.

Resolutions :

It is resolved to start a Certificate Course to all B.A., B.Com., and B.Sc. III year students. The staff council suggested to the department of English to make arrangements to start a certificate course for this academic year.

Signatures of staff members

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5. No

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PRINCIPAL PRINCIPAL Govt. Degree College, Bhupalpally, Dist: Jayashankar Bhupalpally-5061a9

Date: 18.07.2017

NOTICE

It is hereby informed to all the staff members and students that the department of English is going to start a Certificate course on **Communication Skills in English** for 45 hours i.e. from 01.08.2017 to 12.09.2017. So, all the students are instructed to contact the department of English to register your names on or before 29.07.2017.

Signatures of staff members

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PRINCIPAL PRINCIPAL

A brief report on certificate course :

The department of English has successfully completed a certificate course on Communication Skills in English for 45 hours i.e. from 01.08.2017 to 12.09.2017. 20 Students are completed the certificate course out of 21 students. Certificates are distributed to the students on 12.09.2017 . The students learnt about Communication Skills in English in a wide range of routine social and professional settings.

Date : 15.09.2017 Place : Bhupalpally

Dr.A.SRINATH

Asst. Prof. of English

COURSE SYLLABUS

Basic English Grammar Lessons

<u>Unit – I</u>

- 1. Singular and Plural Nouns
- 2. Count Nouns vs. Non-Count Nouns
- 3. Possessive Nouns
- 4. Pronouns
- 5. 'Be' Verbs
- 6. Action Verbs
- 7. Adjectives
- 8. Comparative and Superlative Adjectives
- 9. Adverbs

<u>Unit –II</u>

10. Simple Tense

- 11. Progressive and Perfect Tense
- 12. Perfect Progressive Tense

<u>Unit – III</u>

- 13. Irregular Verbs
- 14. Gerunds
- 15. Infinitives 1
- 16. Infinitives 2
- 17. Active Voice and Passive Voice
- 18. Indicative, Imperative, Subjunctive Mood
- 19. Auxiliary Verbs 'Be', 'Do', ' Have'
- 20. Auxiliary Verbs Will/Would, Shall/Should
- 21. Auxiliary Verbs Can/Could, May/Might/Must

<u>Unit - IV</u>

22. Prepositions – On, At, In
23. Prepositions – Of, To, For
24. Prepositions – With, Over, By

<u>Unit - V</u>

25.Articles

<u>Unit - VI</u>

26. Language Skills include (LSRW) Listening, Speaking, Reading and Writing

Communication skills in English

Action plan

SI.No.	Day	Торіс
1	Day -1	Introduction class
2	Day -2	Singular and Plural Nouns
3	Day -3	Singular and Plural Nouns
4	Day -4	Count Nouns vs. Non-Count Nouns
5	Day -5	Possessive Nouns
6	Day -6	Pronouns
7	Day -7	'Be' Verbs
8	Day -8	'Be' Verbs
9	Day -9	Action Verbs
10	Day -10	Adjectives.
11	Day -11	Comparative and Superlative Adjectives
12	Day -12	Adverbs
13	Day -13	Adverbs
14	Day -14	Simple Tense
15	Day -15	Simple Tense
16	Day -16	Progressive and Perfect Tense
17	Day -17	Progressive and Perfect Tense
18	Day -18	Perfect Progressive Tense
19	Day -19	Perfect Progressive Tense
20	Day -20	Irregular Verbs
21	Day -21	Irregular Verbs
22	Day -22	Gerunds

23	Day -23	Infinitives 1
24	Day -24	Infinitives 2
25	Day -25	Active Voice and Passive Voice
26	Day -26	Active Voice and Passive Voice
27	Day -27	Active Voice and Passive Voice
28	Day -28	Indicative, Imperative, Subjunctive Mood
29	Day -29	Indicative, Imperative, Subjunctive Mood
30	Day -30	Auxiliary Verbs – 'Be', 'Do', ' Have'
31	Day -31	Auxiliary Verbs – Will/Would, Shall/Should
32	Day -32	Auxiliary Verbs – Will/Would, Shall/Should
33	Day -33	Auxiliary Verbs - Can/Could, May/Might/Must
34	Day -34	Auxiliary Verbs - Can/Could, May/Might/Must
35	Day -35	Prepositions
36	Day -36	Prepositions – On, At, In
37	Day -37	Prepositions – Of, To, For
38	Day -38	Prepositions – With, Over, By
39	Day -39	Prepositions – With, Over, By
40	Day -40	Articles
41	Day -41	Articles
42	Day -42	LSRW skills
43	Day -43	LSRW skills
44	Day -44	End examination
45	Day -45	Valedictory session – Certificate presentation

COURSE DETAILS

- ✓ Duration : Course is offered for 45 Hrs.
- ✓ Eligibility : III Year students of all departments.
- ✓ Class Schedule : Daily 2 hours (Before and after regular class hours).
- ✓ Venue : Room No.4, GDC Bhupalpally.
- ✓ Total hours : 45
- ✓ Faculty : A.SRINATH, Asst. Professor , Department of English.
- ✓ Evaluation Procedure : 50 Marks (30 for Attendance & 20 for Oral presentation)
- Certificate : Based on student's attendance and oral presentation certificate will be issued on completion of course.

Course outcome:

A. Learn employing Communication skills for employability and workplace

B. Enables students understand the significance and essence of a wide range of Communication skills in English.

C. Learn spoken English in a wide range of routine social and professional settings.

Objectives:

- Department of English with the prime aim of catering to the language and communicative needs of the tribal students has come out with this course.
- The crucial role of language skills in personal and professional life is universally proven.
- In the contemporary era of globalization, it has become imperative to be proficient in communication skills.
- Hence the Centre for Languages proposes to offer a specially designed Certificate Course in Communication Skills in English. The uniquely designed course aims at thorough understanding of the basic skills of communication in English and of their practical social and workplace usage.
- It helps participants to communicate effectively and to carry themselves confidently and in harmony with the surroundings.
- Participants also learn how to identify and overcome the barriers in interpersonal relationships, and to employ oral and written communication, besides reading and listening skills.
- Students would find this course immensely useful for securing a good job, building a career also finding employment across the globe.

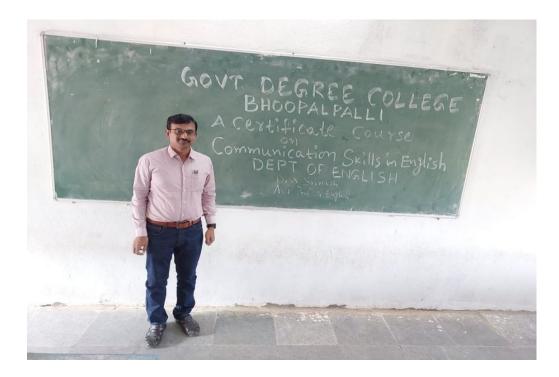
LIST OF SYUDENTS ENROLLED IN CERTIFICATE COURSE ON COMMUNICATION SKILLS IN ENGLISH

Sl.No.	Name of the Student	Group/Year	Whether Course Completed or Not.
1	P.JAYASREE	B.A. III YEAR	COMPLETED
2	K.LAXMAN	B.A. III YEAR	COMPLETED
3	P.NITHIN	B.A. III YEAR	COMPLETED
4	P.MAHENDER	B.A. III YEAR	COMPLETED
5	Р.ЈАҮА	B.A. III YEAR	NOT COMPLETED
6	A.RAJENDER	B.A. III YEAR	COMPLETED
7	B.VENKATESH	B.A. III YEAR	COMPLETED
8	J.ABHILASH	B.A. III YEAR	COMPLETED
9	J.SANDHYA RANI	B.A. III YEAR	COMPLETED
10	D.PADMA	B.A. III YEAR	COMPLETED
11	M.SARVESH	B.COM III YEAR	COMPLETED
12	G.MEENA	B.COM III YEAR	COMPLETED
13	S.HARISCHANDRA PRASAD	B.COM III YEAR	COMPLETED
14	M.RAVI	B.COM III YEAR	COMPLETED
15	A.RAJENDER	B.COM III YEAR	COMPLETED
16	A.RAJENDRA PRASAD	B.COM III YEAR	COMPLETED
17	G.RAJENDER	B.COM III YEAR	COMPLETED
18	G.SANTHOSH KUMAR	B.COM III YEAR	COMPLETED
19	J.ARJUN	B.COM III YEAR	COMPLETED
20	A.SWARNALATHA	B.COM III YEAR	COMPLETED
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JAYASHANKAR BHUPALPALLY DISTRICT – 506169

TELANGANA STATE, INDIA

Affiliated to Kakatiya University, Warangal

College code : 2425



CERTIFICATE COURSE ON SOFT SKILLS

From 01.11.2018 to 07.12.2018

Course Coordinator : T.SREEDHAR Contract Lecturer in English

DEPARTMENT OF ENGLISH

MINUTES

Date: 25.10.2018

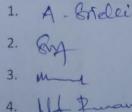
The staff council meeting has conducted today i.e. on 25.10.2018 at 4.00 PM under the Chairmanship of Dr.S.Shyamprasad, Principal at Principal chamber. The under signed staff members have attended the meeting, and the following resolutions were passed unanimously.

Resolutions :

It is resolved to start a Certificate Course to all B.A., B.Com., and B.Sc. I st year students. The staff council suggested to the department of English to make arrangements to start a certificate course for the academic year 2018-2019.

Signatures of staff members

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Date: 27.10.2018

NOTICE

It is hereby informed to all the staff members and students that the department of English is going to start a Certificate course on **Soft Skills** for 45 hours i.e. from 01.11.2018 to 07.12.2018. So, all the students are instructed to contact the department of English to register your names on or before 29.10.2018.

Signatures of staff members



Govt. Degree College, Bhupalpally, list: Jayashankar Bhupalpally-506169

A brief report on certificate course :

The department of English has successfully completed a certificate course on Soft Skills for 45 hours i.e. from 01.11.2018 to 07.12.2018. 10 Students are completed the certificate course out of 10 students. Certificates are distributed to the students on 10.12.2018. The students are developed all-round personalities with a mature outlook to function effectively in different circumstances.

Date : 13.12.2018

Place : Bhupalpally

T.SREEDHAR

Lecturer in English

COURSE SYLLABUS/CONTENT

SL.NO	NAME OF THE LESSON
1	Why Soft Skills
2	Body Language
3	Interpersonal Skills
4	Positive Attitude
5	Presentation Skills
6	SWOT Analysis
7	JAM
9	Group Discussion
10	Interview Skills
11	Electronic Mail

SOFT SKILLS

Action plan

SI.No.	Day	Торіс
1	Day -1	Introduction class
2	Day -2	Why Soft Skills
3	Day -3	Why Soft Skills
4	Day -4	Why Soft Skills
5	Day -5	Body Language
6	Day -6	Body Language
7	Day -7	Body Language
8	Day -8	Body Language
9	Day -9	Interpersonal Skills
10	Day -10	Interpersonal Skills
11	Day -11	Interpersonal Skills
12	Day -12	Interpersonal Skills
13	Day -13	Positive Attitude
14	Day -14	Positive Attitude
15	Day -15	Positive Attitude
16	Day -16	Positive Attitude
17	Day -17	Presentation Skills
18	Day -18	Presentation Skills
19	Day -19	Presentation Skills
20	Day -20	Presentation Skills
21	Day -21	SWOT Analysis
22	Day -22	SWOT Analysis

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23	Day -23	SWOT Analysis
24	Day -24	SWOT Analysis
25	Day -25	SWOT Analysis
26	Day -26	JAM
27	Day -27	JAM
28	Day -28	JAM
29	Day -29	JAM
30	Day -30	JAM
31	Day -31	Group Discussion
32	Day -32	Group Discussion
33	Day -33	Group Discussion
34	Day -34	Group Discussion
35	Day -35	Group Discussion
36	Day -36	Interview skills
37	Day -37	Interview skills
38	Day -38	Interview skills
39	Day -39	Interview skills
40	Day -40	E-Mail writing
41	Day -41	E-Mail writing
42	Day -42	E-Mail writing
43	Day -43	E-Mail writing
44	Day -44	End examination
45	Day -45	Valedictory session – Certificate presentation

COURSE DETAILS

- ✓ Duration : Course is offered for 45 days.
- ✓ Eligibility : I Year students of all departments.
- ✓ Class Schedule : Daily 2 hours (Before and after regular class hours).
- ✓ Venue : Room No.4, GDC Bhupalpally.
- ✓ Total hours : 45
- ✓ Faculty : T.SREEDHAR, Contract Lecturer , Department of English.
- ✓ Evaluation Procedure : 50 Marks (30 for Attendance & 20 for Oral presentation)
- Certificate : Based on student's attendance and oral presentation certificate will be issued on completion of course.

Course outcome :

- A. Learn skills for soft communication at workplace
- B. Enables students understand the significance and essence of a wide range of Soft skills .
- C. Learn Soft skills in a wide range of routine social and professional settings.

Objectives:

By the end of the soft skills training program, the students should be able to:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Take part effectively in various selection procedures adopted by the recruiters.

Sl.No. Name of the Student Group/Year Whether Course Completed or Not. 1 T.RAKESH **B.A. I YEAR** COMPLETED 2 G.RAJU **B.A. I YEAR** COMPLETED 3 M.MAHESH **B.A. I YEAR** COMPLETED 4 K.RAMU **B.A. I YEAR** COMPLETED 5 **CH.MOUNIKA B.A. I YEAR** COMPLETED 6 J.ANUSHA **B.A. I YEAR** COMPLETED 7 D.SHIVASUBRAMANYAM **B.COM I YEAR** COMPLETED 8 MD. AYOOB **B.COM I YEAR COMPLETED B.SC (BZC) I YEAR** 9 M.MOUNIKA COMPLETED 10 **B.VANI B.SC (M.P.C) I YEAR** COMPLETED

LIST OF SYUDENTS ENROLLED IN CERTIFICATE COURSE ON SOFT SKILLS IN ENGLISH

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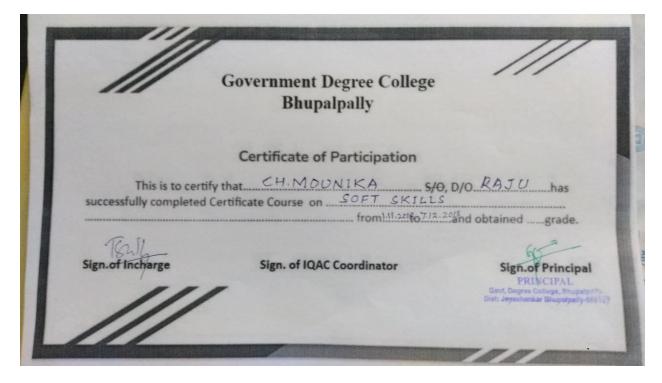
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Name of the Student	Grade
T.RAKESH	Α
G.RAJU	Α
M.MAHESH	Α
K.RAMU	В
CH.MOUNIKA	Α
J.ANUSHA	В
D.SHIVASUBRAMANYAM	В
MD. AYOOB	Α
M.MOUNIKA	Α
B.VANI	Α
	T.RAKESHG.RAJUM.MAHESHK.RAMUCH.MOUNIKAJ.ANUSHAD.SHIVASUBRAMANYAMMD. AYOOBM.MOUNIKA



MODEL CERTIFICATE



GOVERNMENT DEGREE COLLEGE, BHUPALPALLY

JAYASHANKAR BHUPALPALLY DISTRICT – 506169

TELANGANA STATE, INDIA

Affiliated to Kakatiya University, Warangal

College code : 2425



A CERTIFICATE COURSE ON ENGLISH FOR COMPETITIVE EXAMINATIONS

From 03.08.2019 to 23.09.2019

Course Coordinator : T.SREEDHAR Contract Lecturer in English

DEPARTMENT OF ENGLISH

MINUTES

Date: 27.07.2019

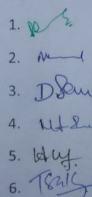
The staff council meeting has conducted today i.e. on 27.07.2019 at 2.00 PM under the Chairmanship of Dr.S.Shyamprasad, Principal, at Principal chamber. The under signed staff members have attended the meeting, and the following resolutions were passed unanimously.

At the outset the principal have greeted the staff members and reviewed about the enrollment of 2019-2020 academic year.

Resolutions :

It is resolved to start a Certificate Course to all B.A., B.Com., and B.Sc. III year students. The staff council suggested to department of English to make arrangements to start a certificate course for the academic year 2019-2020.

Signatures of staff members



Govt. Degree College, Bhupalpetter available a

Date: 27.07.2019

NOTICE

It is hereby informed to all the staff members and students that the department of English is going to start a Certificate course on English for Competitive Examinations for 30 hours i.e. from 03.08.2019 to 23.09.2019. So, all the students are instructed to contact the department of English to register your names on or before 30.07.2019.

Signatures of staff members

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A brief report on certificate course :

The department of English has successfully completed a certificate course on **English for Competitive Examinations** for 30 hours i.e. from 03.08.2019 to 23.09.2019. 14 Students are completed the certificate course out of 16 students. Certificates are distributed to the students on 23.09.2019 . The students learnt the basics of English to attend the entrance examinations confidently.

Date : 25.09.2019

Place : Bhupalpally

T.SREEDH

Lecturer in English

COURSE SYLLABUS

Basic English Grammar Lessons

<u>Unit – I</u>

- 1. Singular and Plural Nouns
- 2. Count Nouns vs. Non-Count Nouns
- 3. Possessive Nouns
- 4. Pronouns
- 5. 'Be' Verbs
- 6. Action Verbs
- 7. Adjectives
- 8. Comparative and Superlative Adjectives
- 9. Adverbs

<u>Unit –II</u>

10. Simple Tense

- 11. Progressive and Perfect Tense
- 12. Perfect Progressive Tense

<u>Unit – III</u>

- 13. Irregular Verbs
- 14. Gerunds
- 16. Active Voice and Passive Voice
- 17. Indicative, Imperative, Subjunctive Mood
- 18. Auxiliary Verbs 'Be', 'Do', ' Have'
- 19. Auxiliary Verbs Will/Would, Shall/Should
- 20. Auxiliary Verbs Can/Could, May/Might/Must

<u>Unit - IV</u>

- 21. Prepositions On, At, In
- 22. Prepositions Of, To, For
- 23. Prepositions With, Over, By

Unit - V

24.Articles

English for Competitive Examinations

Action plan

SI.No.	Day	Торіс
1	Day -1	Introduction class
2	Day -2	Singular and Plural Nouns
3	Day -3	Count Nouns vs. Non-Count Nouns
4	Day -4	Possessive Nouns
5	Day -5	Pronouns
6	Day -6	'Be' Verbs
7	Day -7	Action Verbs
8	Day -8	Adjectives.
9	Day -9	Comparative and Superlative Adjectives
10	Day -10	Adverbs
11	Day -11	Adverbs
12	Day -12	Simple Tense
13	Day -13	Mid test
14	Day -14	Progressive and Perfect Tense
15	Day -15	Perfect Progressive Tense
16	Day -16	Irregular Verbs
17	Day -17	Gerunds
18	Day -18	Active Voice and Passive Voice
19	Day -19	Active Voice and Passive Voice
20	Day -20	Auxiliary Verbs – 'Be', 'Do', ' Have'
21	Day -21	Auxiliary Verbs – Will/Would, Shall/Should
22	Day -22	Auxiliary Verbs - Can/Could, May/Might/Must

23	Day -23	Prepositions – On, At, In
24	Day -24	Prepositions – Of, To, For
25	Day -25	Prepositions – With, Over, By
26	Day -26	Prepositions – With, Over, By
27	Day -27	Articles
28	Day -28	Articles
29	Day -29	End examination
30	Day -30	Valedictory session – Certificate presentation

COURSE DETAILS

- ✓ Duration : Course is offered for 30 Hours.
- ✓ Eligibility : III Year students of all departments.
- ✓ Class Schedule : Daily 1 hour
- ✓ Venue : Virtual classroom, GDC Bhupalpally.
- ✓ Total hours : 30
- ✓ Faculty : T.SREEDHAR, Contract Lecturer , Department of English.
- ✓ Evaluation Procedure : 50 Marks (30 for Attendance & 20 for Oral presentation)
- Certificate : Based on student's attendance and oral presentation certificate will be issued on completion of course.

Course outcome :

- A. Learn the competitive examination pattern.
- B. Enables students understand the role of English in competitive examinations.
- C. Learn the basics of English to attend the entrance examinations confidently.

Objectives :

The course aims to help participants develop their English language skills, particularly those planning to appear for competitive exams that test their English language abilities. During a span of 30 hours, students will be exposed to material that facilitates aspects of grammar, writing and vocabulary.

LIST OF SYUDENTS ENROLLED IN CERTIFICATE COURSE ON ENGLISH FOR COMPETITIVE EXAMINATIONS

Sl.No.	Name of the Student	Group/Year	Whether Course
			Completed or Not.
1	B.Prashanth	B.Com. III Year	Completed
2	N.Nagaraju	B.Com. III Year	Completed
3	M.Rajkumar	B.Com. III Year	Completed
4	U.Saikumar	B.Com. III Year	Not Completed
5	L.Shekhar	B.Com. III Year	Completed
6	L.Jithender	B.Com. III Year	Completed
7	N.Shivakrishna	B.Com. III Year	Completed
8	Ch.Rajamani	B.Com. III Year	Completed
9	T.Swapna	B.Com. III Year	Completed
10	V.Ramesh	B.Com. III Year	Completed
11	CH.Naveen	B.Com. III Year	Completed
12	A.Snehalatha	B.A. III Year	Completed
13	R.Aravind	B.A. III Year	Completed
14	K.Venkataswamy	B.A. III Year	Not Completed
15	V.Jagapathi	B.A. III Year	Completed
16	G.Sowjanya	B.Sc (B.Z.C.)	Completed

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RESULTS IN GRADES

Sl.No.	Name of the Student	Grade
1	B.Prashanth	В
2	N.Nagaraju	Α
3	M.Rajkumar	Α
4	U.Saikumar	F
5	L.Shekhar	В
6	L.Jithender	В
7	N.Shivakrishna	Α
8	Ch.Rajamani	Α
9	T.Swapna	Α
10	V.Ramesh	Α
11	CH.Naveen	Α
12	A.Snehalatha	Α
13	R.Aravind	В
14	K.Venkataswamy	F
15	V.Jagapathi	Α
16	G.Sowjanya	Α





MODEL CERTIFICATE

///	Government Degree College Bhupalpally	///
This is to certif successfully completed (EXAMINATIONS	Certificate of Participation y that G1. Sowjanya 5/0 Certificate Course on ENGLISH from 20.01.2020 89.02	b, D/O.G. Nayak has FOR COMPETITIVE and obtainedgrade.
Sign.of Incharge	Sign. of IQAC Coordinator	Sign.of Principal

GOVERNMENT DEGREE COLLEGE, BHUPALPALLY

JAYASHANKAR BHUPALPALLY DISTRICT – 506169

TELANGANA STATE, INDIA

Affiliated to Kakatiya University, Warangal

College code : 2425



A CERTIFICATE COURSE ON SOFT SKILLS

From 05.02.2021 to 02.03.2021

Course Coordinator : T.SREEDHAR Contract Lecturer in English

DEPARTMENT OF ENGLISH

MINUTES

Date: 22,01.2021

The staff council meeting has conducted today i.e. on 22.01.2021 at 3.00 PM under the Chairmanship of Dr.S.Shyamprasad, Principal, at Principal chamber. The under signed staff members have attended the meeting, and the following resolutions were passed unanimously.

Resolutions :

It is resolved to start a Certificate Course to all B.A., B.Com., and B.Sc. I, II, III year students. The staff council suggested to department of English to make arrangements to start a certificate course for the academic year2020-2022.

Signatures of staff members

1. 10 % 2. 3. 4. D.Sound. 5. Hay. 6. Mary. 7. Dort (Call

8 V. Vani



Govt. Degree College, Bhupalpatter Dist: Jayashankar Bhupalpally-6c

Date: 02.02.2021

PRINCIPA

NOTICE

It is hereby informed to all the staff members and students that the department of English is going to start a Certificate course on **Soft Skills** from 05.02.2021 for 45 hours . So, all the students are instructed to contact the department of English to register your name on or before 04.02.2021.

Signatures of staff members

1. 8 2. 3. 4. 5. AW 6. 7. Dearl 8. V. Van

A brief report on certificate course :

The department of English has successfully completed a certificate course on Soft Skills for 45 hours i.e. from 05.02.2021 to 02.03.2021. Students are completed the certificate course out of students. Certificates are distributed to the students on 02.03.2021. The students developed self-confidence by mastering interpersonal skills, team management skills, and leadership skills from this course.

Date : 02.03.2021

Place : Bhupalpally

T.SREEDHAR

Lecturer in English

COURSE SYLLABUS/CONTENT

SL.NO	NAME OF THE LESSON
1	Why Soft Skills
2	Body Language
3	Interpersonal Skills
4	Positive Attitude
5	Presentation Skills
6	SWOT Analysis
7	JAM
9	Group Discussion
10	Interview Skills
11	Electronic Mail

SOFT SKILLS

Action plan

SI.No.	Day	Торіс
1	Day -1	Introduction class
2	Day -2	Why Soft Skills
3	Day -3	Why Soft Skills
4	Day -4	Why Soft Skills
5	Day -5	Body Language
6	Day -6	Body Language
7	Day -7	Body Language
8	Day -8	Body Language
9	Day -9	Interpersonal Skills
10	Day -10	Interpersonal Skills
11	Day -11	Interpersonal Skills
12	Day -12	Interpersonal Skills
13	Day -13	Positive Attitude
14	Day -14	Positive Attitude
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16	Day -16	Positive Attitude
17	Day -17	Presentation Skills
18	Day -18	Presentation Skills
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20	Day -20	Presentation Skills
21	Day -21	SWOT Analysis

22	Day -22	SWOT Analysis
23	Day -23	SWOT Analysis
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25	Day -25	SWOT Analysis
26	Day -26	JAM
27	Day -27	JAM
28	Day -28	JAM
29	Day -29	JAM
30	Day -30	JAM
31	Day -31	Group Discussion
32	Day -32	Group Discussion
33	Day -33	Group Discussion
34	Day -34	Group Discussion
35	Day -35	Group Discussion
36	Day -36	Interview skills
37	Day -37	Interview skills
38	Day -38	Interview skills
39	Day -39	Interview skills
40	Day -40	E-Mail writing
41	Day -41	E-Mail writing
42	Day -42	E-Mail writing
43	Day -43	E-Mail writing
44	Day -44	End examination
45	Day -45	Valedictory session – Certificate presentation

COURSE DETAILS

- ✓ Duration : Course is offered for 45 days.
- ✓ Eligibility :III Year students of all departments.
- ✓ Class Schedule : Daily 2 hours (Before and after regular class hours).
- ✓ Venue : Virtual classroom, GDC Bhupalpally.
- ✓ Total hours : 45
- ✓ Faculty : T.SREEDHAR, Contract Lecturer , Department of English.
- ✓ Evaluation Procedure : 50 Marks (30 for Attendance & 20 for Oral presentation)
- Certificate : Based on student's attendance and oral presentation certificate will be issued on completion of course.

Course outcome :

- A. Learn skills for soft communication at workplace
- B. Enables students understand the significance and essence of a wide range of Soft skills .
- C. Learn Soft skills in a wide range of routine social and professional settings.

Objectives :

By the end of the soft skills training program, the students should be able to:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Take part effectively in various selection procedures adopted by the recruiters.

LIST OF SYUDENTS ENROLLED IN CERTIFICATE COURSE ON SOFT SKILLS

Sl.No	Name of the Student	Group/Year	Whether Course
•		-	Completed or Not.
1	K.SREENIVAS	B.A. III YEAR	COMPLETED
2	M.JEEVITHA	B.A. III YEAR	COMPLETED
3	P.DEVENDER	B.A. III YEAR	COMPLETED
4	R.PREMCHAND	B.A. III YEAR	COMPLETED
5	B.SRAVANTHI	B.A. III YEAR	COMPLETED
6	G.RAKESH	B.A. III YEAR	COMPLETED
7	M.THIRUPATHI	B.A. III YEAR	COMPLETED
8	A.MOHAN	B.COM III YEAR	COMPLETED
9	S.RAJASHEKAR	B.COM III YEAR	COMPLETED
10	A.RAJESH	B.COM III YEAR	COMPLETED
11	G.MAMATHA	B.COM III YEAR	COMPLETED
12	K.URMILA	B.COM III YEAR	COMPLETED
13	O.VISHNU	B.COM III YEAR	COMPLETED
14	P.RAJITHA	B.COM III YEAR	COMPLETED
15	A.ARCHANA	B.COM III YEAR	COMPLETED
16	D.KONDAIAH	B.COM III YEAR	COMPLETED
17	SK.TAJBABA	B.COM III YEAR	COMPLETED
18	M.SRUTHI	B.SC(BZC) III YEAR	Not COMPLETED
19	B.RANJITH KUMAR	B.SC (P.S.) III YEAR	COMPLETED
20	M.VIDHYA	B.SC (P.S.) III YEAR	COMPLETED

Government Degree College, Bhupalpally Department of ENGLISH Attendance Sheet

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RESULTS

SI.no	Name of the student	Grade
1	K.SREENIVAS	A
2	M.JEEVITHA	A
3	P.DEVENDER	A
4	R.PREMCHAND	А
5	B.SRAVANTHI	А
6	G.RAKESH	А
7	M.THIRUPATHI	А
8	A.MOHAN	А
9	S.RAJASHEKAR	А
10	A.RAJESH	В
11	G.MAMATHA	A
12	K.URMILA	А
13	O.VISHNU	А
14	P.RAJITHA	A
15	A.ARCHANA	А
16	D.KONDAIAH	A
17	SK.TAJBABA	A
18	M.SRUTHI	F
19	B.RANJITH KUMAR	В
20	M.VIDHYA	А







//	Government Degree College	///
	Bhupalpally	
	Certificate of Participation	
This is to certify	that U. PRAKASH S/O	, DHO U. Pochaiah has
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GOVERNMENT DEGREE COLLEGE, BHUPALPALLY

JAYASHANKAR BHUPALPALLY DISTRICT – 506169

TELANGANA STATE, INDIA

Affiliated to Kakatiya University, Warangal

College code : 2425



A CERTIFICATE COURSE ON COMMUNICATION SKILLS IN ENGLISH

From 04.04.2022 to 26.05.2022

Course Coordinator : T.SREEDHAR Contract Lecturer in English

DEPARTMENT OF ENGLISH

MINUTES

Date: 30.03.2022

The staff council meeting has conducted today i.e. on 30.03.2022 at 3.00 PM under the Chairmanship of Dr.S.Shyamprasad, Principal, at Principal chamber . The under signed staff members have attended the meeting, and the following resolutions were passed unanimously.

Resolutions :

It is resolved to start a Certificate Course to all B.A., B.Com., and B.Sc. I, II, III year students. The staff council suggested to department of English to make necessary arrangements to start a certificate course for the academic year 2021-2022 .

Signatures of staff members

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lege, Bhupalpally, rt. Degree Col

Date: 30.03.2022

PRINCIPAL PRINCIPAL Govt. Degree College, Bhupalpally, Dist: Jayashankar Bhupalpally-506169

NOTICE

It is hereby informed to all the staff members and students that the department of English is going to start a Certificate course on **Communication Skills in English** for 45 hours i.e. from 04.04.2022 to 26.05.2022. So, all the students are instructed to contact the department of English to register your name on or before 01.04.2022.

Signatures of staff members

1. 10 2 2. Il finanos 3. 4. Hew 5. 6. R.S 7.29.

A brief report on certificate course :

The department of English has successfully completed a certificate course on Communication Skills in English for 45 hours i.e. from 04.04.2022 to 26.05.2022. 97 Students are completed the certificate course out of 104 students. Certificates are distributed to the students on 30.05.2022. The participants learnt how to identify and overcome the barriers in interpersonal relationships, and to employ oral and written communication, besides reading and listening skills from this course.

Date : 30.05.2022 Place : Bhupalpally

T.SRÉEDHAR

Lecturer in English

COURSE SYLLABUS

Basic English Grammar Lessons

<u>Unit – I</u>

- 1. Singular and Plural Nouns
- 2. Count Nouns vs. Non-Count Nouns
- 3. Possessive Nouns
- 4. Pronouns
- 5. 'Be' Verbs
- 6. Action Verbs
- 7. Adjectives
- 8. Comparative and Superlative Adjectives
- 9. Adverbs

<u>Unit –II</u>

10. Simple Tense

- 11. Progressive and Perfect Tense
- 12. Perfect Progressive Tense

<u>Unit – III</u>

- 13. Irregular Verbs
- 14. Gerunds
- 15. Infinitives 1
- 16. Infinitives 2
- 17. Active Voice and Passive Voice
- 18. Indicative, Imperative, Subjunctive Mood
- 19. Auxiliary Verbs 'Be', 'Do', ' Have'
- 20. Auxiliary Verbs Will/Would, Shall/Should
- 21. Auxiliary Verbs Can/Could, May/Might/Must

<u>Unit - IV</u>

22. Prepositions – On, At, In
23. Prepositions – Of, To, For
24. Prepositions – With, Over, By

<u>Unit - V</u>

25.Articles

<u>Unit - VI</u>

26. Language Skills include (LSRW) Listening, Speaking, Reading and Writing

Communication skills in English

Action plan

SI.No.	Day	Торіс
1	Day -1	Introduction class
2	Day -2	Singular and Plural Nouns
3	Day -3	Singular and Plural Nouns
4	Day -4	Count Nouns vs. Non-Count Nouns
5	Day -5	Possessive Nouns
6	Day -6	Pronouns
7	Day -7	'Be' Verbs
8	Day -8	'Be' Verbs
9	Day -9	Action Verbs
10	Day -10	Adjectives.
11	Day -11	Comparative and Superlative Adjectives
12	Day -12	Adverbs
13	Day -13	Adverbs
14	Day -14	Simple Tense
15	Day -15	Simple Tense
16	Day -16	Progressive and Perfect Tense
17	Day -17	Progressive and Perfect Tense
18	Day -18	Perfect Progressive Tense
19	Day -19	Perfect Progressive Tense
20	Day -20	Irregular Verbs
21	Day -21	Irregular Verbs
22	Day -22	Gerunds
23	Day -23	Infinitives 1
24	Day -24	Infinitives 2

	Day _25	Active Voice and Passive Voice
25	Day -25	Active voice and rassive voice
26	Day -26	Active Voice and Passive Voice
27	Day -27	Active Voice and Passive Voice
28	Day -28	Indicative, Imperative, Subjunctive Mood
29	Day -29	Indicative, Imperative, Subjunctive Mood
30	Day -30	Auxiliary Verbs – 'Be', 'Do', ' Have'
31	Day -31	Auxiliary Verbs – Will/Would, Shall/Should
32	Day -32	Auxiliary Verbs – Will/Would, Shall/Should
33	Day -33	Auxiliary Verbs - Can/Could, May/Might/Must
34	Day -34	Auxiliary Verbs - Can/Could, May/Might/Must
35	Day -35	Prepositions
36	Day -36	Prepositions – On, At, In
37	Day -37	Prepositions – Of, To, For
38	Day -38	Prepositions – With, Over, By
39	Day -39	Prepositions – With, Over, By
40	Day -40	Articles
41	Day -41	Articles
42	Day -42	LSRW skills
43	Day -43	LSRW skills
44	Day -44	End examination
45	Day -45	Valedictory session – Certificate presentation

COURSE DETAILS

- ✓ Duration : Course is offered for 45 days.
- ✓ Eligibility : III Year students of all departments.
- ✓ Class Schedule : Daily 2 hours (Before and after regular class hours).
- ✓ Venue : Virtual classroom, GDC Bhupalpally.
- ✓ Total hours : 45
- ✓ Faculty : T.SREEDHAR, Contract Lecturer , Department of English.
- ✓ Evaluation Procedure : 50 Marks (30 for Attendance & 20 for Oral presentation)
- Certificate : Based on student's attendance and oral presentation certificate will be issued on completion of course.

Course outcome :

A. Learn employing Communication skills for employability and workplace

B. Enables students understand the significance and essence of a wide range of Communication skills in English.

C. Learn spoken English in a wide range of routine social and professional settings. **Objectives :**

- Department of English with the prime aim of catering to the language and communicative needs of the tribal students has come out with this course.
- The crucial role of language skills in personal and professional life is universally proven.
- In the contemporary era of globalization, it has become imperative to be proficient in communication skills.
- Hence the Centre for Languages proposes to offer a specially designed Certificate Course in Communication Skills in English. The uniquely designed course aims at thorough understanding of the basic skills of communication in English and of their practical social and workplace usage.
- It helps participants to communicate effectively and to carry themselves confidently and in harmony with the surroundings.
- Participants also learn how to identify and overcome the barriers in interpersonal relationships, and to employ oral and written communication, besides reading and listening skills.
- Students would find this course immensely useful for securing a good job, building a career also finding employment across the globe.

LIST OF SYUDENTS ENROLLED IN CERTIFICATE COURSE ON COMMUNICATION SKILLS IN ENGLISH

Sl.No.	Name of the Student	Group/Year	Whether Course
			Completed or Not.
1	APRASHANTH	B.A. III YEAR	Not Completed
2	A.REENA	B.A. III YEAR	Completed
3	B.AJAY	B.A. III YEAR	Completed
4	B.PRAVEEN	B.A. III YEAR	Completed
5	B.SHASHIKUMAR	B.A. III YEAR	Completed
6	D.RAMASWAMY	B.A. III YEAR	Completed
7	G.VENNELA	B.A. III YEAR	Completed
8	G.SATHISH	B.A. III YEAR	Completed
9	K.RAVALI	B.A. III YEAR	Completed
10	K.MOUNIKA	B.A. III YEAR	Completed
11	K.PAVAN KALYAN	B.A. III YEAR	Completed
12	K.SRAVANTHI	B.A. III YEAR	Completed
13	K.LAXMAN	B.A. III YEAR	Not Completed
14	L.SUPRIYA	B.A. III YEAR	Completed
15	L.SWAPNA	B.A. III YEAR	Completed
16	M.HARISH	B.A. III YEAR	Completed
17	M.POOJA	B.A. III YEAR	Completed
18	N.RAVALI	B.A. III YEAR	Completed
19	P.SAMPATH	B.A. III YEAR	Completed
20	P.UDAYA RANI	B.A. III YEAR	Completed
21	P.PAVAN	B.A. III YEAR	Completed
22	S.THIRUPATHI	B.A. III YEAR	Completed
23	S.CHANDU	B.A. III YEAR	Completed
24	T.SANJEEV	B.A. III YEAR	Completed
25	U.PRAKASH	B.A. III YEAR	Completed
26	V.MOUNIKA	B.A. III YEAR	Completed
27	V.SREEJA	B.A. III YEAR	Completed

28	M.KARUNAKAR	B.A. III YEAR	Not Completed
29	P.SREENATH	B.A. III YEAR	Completed
30	S.SUMAN	B.A. III YEAR	Completed
31	B.LENIN	B.A. III YEAR	Completed
32	P.SATHISH KUMAR	B.A. III YEAR	Completed
33	A.SARITHA	B.COM III YEAR	Completed
34	A.SHAILAJA	B.COM III YEAR	Completed
35	B.RAVI	B.COM III YEAR	Completed
36	CH.SHASHIKUMAR	B.COM III YEAR	Completed
37	J.RAJU	B.COM III YEAR	Completed
38	J.PRAVALIKA	B.COM III YEAR	Completed
39	M.SONY	B.COM III YEAR	Completed
40	A.RAJITHA	B.COM III YEAR	Completed
41	A.SRAVANTHI	B.COM III YEAR	Completed
42	E.ADITHYA	B.COM III YEAR	Completed
43	G.ANITHA	B.COM III YEAR	Completed
44	G.NAVYA	B.COM III YEAR	Completed
45	G.SREEHARSHA	B.COM III YEAR	Completed
46	J.SAIKUMAR	B.COM III YEAR	Not Completed
47	J.SHAILAJA	B.COM III YEAR	Completed
48	K.GAYATHRI	B.COM III YEAR	Completed
49	К.АЈАҮ	B.COM III YEAR	Completed
50	M.RAKESH	B.COM III YEAR	Completed
51	M.SANA SUREKA	B.COM III YEAR	Completed
52	M.PRAVEEN	B.COM III YEAR	Completed
53	N.SAMATHA	B.COM III YEAR	Completed
54	N.LAXMAN	B.COM III YEAR	Completed
55	N.RAVALI	B.COM III YEAR	Completed
56	P.VENKATA SAI	B.COM III YEAR	Completed
57	P.KARTHIK	B.COM III YEAR	Completed
58	S.TEJA	B.COM III YEAR	Completed
59	S.NISCHITHA	B.COM III YEAR	Completed

60	S.GANESH	B.COM III YEAR	Completed
61	S.SHIVA KUMAR	B.COM III YEAR	Completed
62	S.KAVITHA	B.COM III YEAR	Completed
63	S.RAJU	B.COM III YEAR	Not Completed
64	T.SUNIL	B.COM III YEAR	Completed
65	T.SREEKANTH	B.COM III YEAR	Not Completed
66	T.SUDHAKAR	B.COM III YEAR	Completed
67	V.SUJATHA	B.COM III YEAR	Completed
68	V.AKHILA	B.COM III YEAR	Completed
69	K.ARAVIND	B.COM III YEAR	Completed
70	A.HARIKA	B.SC (BZC) III YEAR	Completed
71	A.VIHARI	B.SC (BZC) III YEAR	Completed
72	CH.RAKESH	B.SC (BZC) III YEAR	Completed
73	J.VENKATA RAMANA	B.SC (BZC) III YEAR	Completed
74	J.DEEPAIKA	B.SC (BZC) III YEAR	Completed
75	K.DIVYA	B.SC (BZC) III YEAR	Completed
76	K.SHARANYA	B.SC (BZC) III YEAR	Completed
77	L.SARITHA	B.SC (BZC) III YEAR	Completed
78	M.SOUMYA	B.SC (BZC) III YEAR	Completed
79	N.LATHA	B.SC (BZC) III YEAR	Completed
80	N.SAI PRASANNA	B.SC (BZC) III YEAR	Completed
81	N.SPANDANA	B.SC (BZC) III YEAR	Completed
82	S.RAMYA	B.SC (BZC) III YEAR	Completed
83	S.ROHITH	B.SC (BZC) III YEAR	Completed
84	S.HIMABINDU	B.SC (BZC) III YEAR	Completed
85	T.SRAVANI	B.SC (BZC) III YEAR	Completed
86	Y.SRAVANI	B.SC (BZC) III YEAR	Completed
87	A.AKHILA	B.SC (MPCS) III YEAR	Completed
88	A.AKHILA	B.SC (MPCS) III YEAR	Completed
89	A.VAISNAVI	B.SC (MPCS) III YEAR	Completed
90	B.MOUNIKA	B.SC (MPCS) III YEAR	Completed
91	СН.ТЕЈА	B.SC (MPCS) III YEAR	Completed

92	D.SRAVANI	B.SC (MPCS) III YEAR	Completed
93	E.NAVYA	B.SC (MPCS) III YEAR	Completed
94	K.ANUSHA	B.SC (MPCS) III YEAR	Not Completed
95	K.KEERTI	B.SC (MPCS) III YEAR	Completed
96	K.DEVENDER	B.SC (MPCS) III YEAR	Completed
97	MD.FATHIMA	B.SC (MPCS) III YEAR	Completed
98	M.KALYANI	B.SC (MPCS) III YEAR	Completed
99	N.NAVATHA	B.SC (MPCS) III YEAR	Completed
100	N.RAVALI	B.SC (MPCS) III YEAR	Completed
101	N.SAI CHANDANA	B.SC (MPCS) III YEAR	Completed
102	P.SWETHA	B.SC (MPCS) III YEAR	Completed
103	S.RAMYA	B.SC (MPCS) III YEAR	Completed
104	V.VAISHNAVI	B.SC (MPCS) III YEAR	Completed

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MODEL CERTIFICATE

College
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GOVERNMENT DEGREE COLLEGE, BHUPALPALLY (RUSA NEW MODEL DEGREE COLLEGE)



JAYASHANKAR BHUPALPALLY DIST., T.S - 506169 (Affiliated to Kakatiya University) Website : http://gdcts.cgg.gov.in/bhoopalpalli.edu E-mail : gdcbhoopalpalli@gmail.com/ : prl-gdc-bhpl-ce@telangana.gov.in



Dr. Syam Prasad Sura Principal (FAC)

Mobile: 9849944485

<u>5.1.2. LIFE SKILLS</u>

Government Degree College, Bhupalpally Activity Report

Name of the Activity	Awareness Programme on Yoga
Type of Activity	Yoga and Meditation
Date	24-04-2022
Details of Participants	64
Coordinators	Dr.P.Gowri and Dr.D.Sandhya
Organizing Departments	IQAC and NSS
In collaboration With	Heartfulness Organization, Bhupalpally
Description	Yoga Awareness Programme conducted in the college on 24-04- 2022.Pincipal spoke importance of Yoga in daily life to the students.Yoga trainers form Hearfulness Institute G.Laxman garu and Ch.Ravinder garu gave training to the students on meditation and Asana's. They encouraged students to practice yoga regularly to remain fit and improve concentration.

Photos of the Event:





Government Degree College, Bhupalpally Activity Report

Name of the Activity	Yoga Quiz Competition
Type of Activity	Yoga Quiz Competition
Date	12-05-2022
Details of Participants	30 each group 10 memebers
Coordinators	Dr.P.Gowri and Dr.D.Sandhya
Organizing Departments	IQAC and NSS
In collaboration With	
Description	Yoga quiz competition conducted to the students to brought a positive change in their body and mind .We made simple yoga questions for quiz to know the knowledge of the students about yoga.By this programme participated students also aware about yoga.

Winner group:

1.K.Ravali B.A III Year

2.S.Rohit BZC III Year

3.Ch.Teja MPCS III Year

4. G.Supraja BZC III Year

5.S.Shiva Kumar B.Com III Year

6..J.Sai Kiranali B.A II Year

7.AkSHItha BZC II Year

8.B.Vara Laxmi MPCS II Year

9.G.Pooja BZC I Year

10.O.Sukanya MPCS I year

Government Degree College, Bhupalpally Activity Report

Name of the	International Yoga Day
activity	
Type of Activity	Awareness Program on Yoga and Meditation
Date	21-06-2018
Coordinator	Dr. A. Srinadh
Organizing Departments	All Departments
Number of Participants	132
Name of the Resource Person	Sri. P. Srinivas
Description	Government Degree College has organized International Yoga Day on 21-06-2018. The Principal of the college addressed the gathering and participated in Yoga session. Resource person Sri P. Srinivas gave speech on the importance of Yoga in daily life. On this occasion Yoga trainer was felicitated. Competitions were conducted to the students on essay writing and Elocution.
Photos	







Activity Report on International Yoga Day- 2019

Name of the	International Yoga Day
activity	
Type of Activity	Awareness Program on Yoga and Meditation
Date	21-06-2019
Coordinator	Dr. S. Syam Prasad
Organizing	All Departments
Departments	
Number of	123
Participants	
Name of the	Sri. P. Srinivas
Resource	
Person	
Description	
	Government Degree College has organized International Yoga Day on 21-07-2019. The Principal of the college addressed the gathering and participated in Yoga session. Resource person Sri P. Srinivas gave speech on the importance of Yoga in daily life. On this occasion Yoga trainer was felicitated. Competitions were conducted to the students on essay writing and Elocution.
Photo	





Activity Report on International Yoga Day- 2021

Name of the activity	International Yoga Day
Type of Activity	Awareness Program on Yoga and Meditation
Date	21-06-2021
Coordinator	Dr. S. Syam Prasad
Number of	15
Participants	
Name of the	Dr. S. Syam Prasad
Resource	
Person	
Description	Government Degree College has organized International Yoga Day on 21-06-2021. The Principal of the college addressed the Teaching and Non Teaching staff participated in Yoga session.Due to online classes students not participated. The Principal gave speech on the importance of Yoga and Pranayama during the pandemic Covid 19 period. All the staff showed interest in Yogasanas.
Photo	

Activity Report on International Yoga Day- 2022

Name of the	International Yoga Day	
activity		
Type of Activity	Awareness Program on Yoga and Meditation	
Date	21-06-2022	
Coordinator	Dr. S. Syam Prasad	
Number of	124	
Participants		
Name of the	Dr. S. Syam Prasad	
Resource		
Person		
Description		
	Government Degree College has organized International Yoga Day on 21-06-2022. The Principal of the college addressed the gathering and Teaching and Non Teaching staff participated in Yoga session. The Principal gave speech on the importance of Yoga and Pranayama . All the staff and students practiced Yogasanas.	
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Name of the Activity	Yoga Training Programme
Type of Activity	Yoga Training Programme
Date	06-06-2022 to 20-06-2022
Details of Participants	55
Coordinators	Dr.P.Gowri and Dr.D.Sandhya
Organizing Departments	IQAC and NSS
In collaboration With	Heartfulness Institute, Bhupalpally
Description	Yoga is a gate way to avoid the stress in both body and mind. Yoga postures and Meditation work effectively to release stress. For this purpose conducted Yoga Training Programme in the College. Yoga instructors gave raining on yogasans to the students.









Government Degree College, Bhupalpally Activity Report

Name of the Activity	International Yoga Day
Type of Activity	Yoga session
Date	21-06.2022
Details of Participants	58
Coordinators	Dr.P.Gowri and Dr.D.Sandhya
Organizing Departments	All the Departments
In collaboration With	
Description	International Yoga Day celebrated to understand the importance of yoga in human life. It helps the Students in balance of body and mind. In this programme Principal gave a speech to the students on yoga in their life and also encouraged students to practice yoga regularly to achieve positive mind set.All the departments and students participated in this programme.

Event Photos:





Principal Government Degree College

GOVERNMENT DEGREE COLLEGE, BHUPALPALLY-2425

GOVERNMENT DEGREE COLLEGE, BHUPALPALLY

JAYASHANKAR BHUPALPALLY DISTRICT - 506169

TELANGANA STATE, INDIA

Affiliated to Kakatiya University, Warangal

College code : 2425



CERTIFICATE COURSE

ON

BASIC COMPUTER SKILLS

From 02.02.2019 to 09.03.2019

Course coordinator: A. DEVENDAR

Lecturer

DEPARTMENT OF COMPUTER SCIENCE AND APPLICATIONS

MINUTES

Date: 30.01.2019

The staff council meeting has conducted today i.e. on 30.01.2019 at 2.00 PM under the Chairmanship of Dr.S.Syamprasad, Principal, at Principal Chamber. The under signed staff members have attended the meeting and the following resolutions were passed unanimously.

At the outset the principal have greeted the staff members and reviewed about the enrollment of 2019-2020 academic year.

Resolutions:

It is resolved to start a certificate course to all B.A, BZC I year students. The staff council suggested to department of Computer Science and Applications to make arrangements to start a certificate course for the academic year 2019-2020.

Signature of staff members

Govt. Degree College, Bhupalpally. .: Jayashankar Bhupalpally-506100

NOTICE

Department of COMPUTER SCIENCE & APPLICATIONS is organizing a certificate course on "BASIC COMPUTER SKILLS" .Interested students can join this programme. For further details go through the brochure and contact in charge of the department.

Signature of the faculty

Signature of the principal

Govt. Degree College, Bhupalpally, Dist: Jayashankar Bhupalpally-506169 A brief report on certificate:

The department of Computer Science and Applications has successfully completed a certificate **Basic Computer Skills** from 02.02.2019 to 09.03.2019.33 students are completed the certificate course. Certificates are distributed to the students on 09.03.2019.

Date: 11.03.2019

Place: Bhupalapally

A.D

Lecturer in Computer science

CERTIFICATE COURSE ON BASIC COMPUTER SKILLS

OBJECTIVES:

- INTRODUCTION TO COMPUTER
- TO KNOW HOW TO USE COMPUTER
- PERFORM BASIC OPERATION



ADVANTAGES :

- EASY TO USE
- CREATE FILES AND E-MAILS EASILY
- MULTIPURPOSE USE
- BETTER CAREER PROSPECTS

GOVERNAMENT DEGREE COLLEGE BHUPALAPALLY

Department of COMPUETR SCIENCE & APPLICATIONS

SYLLUBUS

UNIT-I: INTRODUCTION

1) Computer Introduction

2) Advantages of computer

3) Computer generations

4) How to start computer

UNIT-II

1) Basic parts of computer

2) Input devices & output devices

3) Typing skills

4) Notepad introduction

UNIT-III

1) Word pad introduction

2) How to create a folder

3) Basic operations on computer like copy, paste, cut, delete

4) How to move file one folder to another folder

UNIT-IV

1) How to save documents, files & pictures

2) How to use Internet

3) How to create e-mails

4) MS-Word

5) MS-Excel

Classes conducted on basic computer skills





Attendance of students:

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GOVERNAMENT DEGREE COLLEGE BHUPALAPALLY Department of COMPUETR SCIENCE & APPLICATIONS 19-20

CERTIFICATE COURCE

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2	425201016	SUDDAPALLI CHANDU	BA	K. Mouniloa
4	425201017	KARU MOUNIKA	BA	pothula pavan
5	42520 1029	POTHULA PAVAN	BA	N. Rudlika
6	425201026	NALLAM RAVALI	BA	Radhika
7	42520 1035	VANGA RADHIKA	BA	Antha
8	425201011	CHIDAM ANITHA	BA	PRAVEEN
9	42520 1008	BOLLI PRAVEEN	222000	PRAVICE
10	425201006	BEERELLI AJAY	BA	B-Jay K. LXman
11	425201020	KOLA LXMAN	BA	
12	425201022	LANGARI SWAPNA	BA	L. Swapna
13	- GESTE ICT	THOTA MAHESH	BA	
14	425201206	SIDAM SUMAN	BA	Suman
15	425201205	POKKURI SRINATH	BA	P. Szipath
16	425201401	BOTLA LENIN	BA	Lenin
17	425201037	VAVILLA SRIJA	BA	SRIJA
18	425201036	VAVILLA MOUNIKA	BA	Mounekia
19	42520 1027	PILLI SAMPATH	BA	SAMPATH
20	425201029	SHEELAM MERI	BA	S. Meri
21	425201002	AMBALA REENA	BA	A. Reena
22	425201024	MADIPELLI HARISH	BA	-WARISG
23	425201024	THALLA ASWINI	BZC	Aswing
14-11	425201025	SRIPELLI HIMABINDU	BZC	5. Himabindu
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9	42520 3001	ALLAM HARIKA	BZC	Hadika
	42520 3005	GODUGU SUPRAJA	BZC	SUPRAJA
1	425203015	NAGAVELLI SAI PRASANNA	BZC	Sai Biasama
2	42520 3002	ALLAM VIHARI	BZC	Vibari
3	42520 3016	NAROJU SPANDANA	BZC	spandhana.
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Certificate of participation:

	Government Degree College Bhupalpally	
	Certificate of Participation	· · · ·
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Sign.of Incharge	Sign. of IQAC Coordinator	Sign of Principal Govt. Degree College, Bhupalpal Dist: Jayashankar Bhupalpaliy-506

GOVERNMENT DEGREE COLLEGE, BHUPALPALLY-2425

GOVERNMENT DEGREE COLLEGE, BHUPALPALLY

JAYASHANKAR BHUPALPALLY DISTRICT - 506169

TELANGANA STATE, INDIA

Affiliated to Kakatiya University, Warangal

College code : 2425



CERTIFICATE COURSE

ON

BASIC COMPUTER SKILLS

From 01.02.2021 to 08.03.2021

Course coordinator: A. DEVENDAR

Lecturer

DEPARTMENT OF COMPUTER SCIENCE AND APPLICATIONS

MINUTES

Date: 29.01.2021

The staff council meeting has conducted today i.e. on 29.01.2021 at 2.00 PM under the Chairmanship of Dr.S.Syamprasad, Principal, at Principal Chamber. The under signed staff members have attended the meeting and the following resolutions were passed unanimously.

At the outset the principal have greeted the staff members and reviewed about the enrollment of 2021-2022 academic year.

Resolutions:

It is resolved to start a certificate course to all B.A, BZC I year students. The staff council suggested to department of Computer Science and Applications to make arrangements to start a certificate course for the academic year 2021-2022.

Signature of staff members

PRINCIPALPAT

Govt. Degree College, Bhupalpa Dist: Jayashankar Bhupalpally-50

Der. Deruge

NOTICE

Department of COMPUTER SCIENCE & APPLICATIONS is organizing a certificate course on "BASIC COMPUTER SKILLS" .Interested students can join this programme. For further details go through the brochure and contact in charge of the department.

Signature of the faculty

Signature of the principal

Govt. Degree College, Bhupalpally, Dist: Jayashankar Bhupalpally-506169 A brief report on certificate:

The department of Computer Science and Applications has successfully completed a certificate **Basic Computer Skills** from 01.02.2021 to 08.03.2021.33 students are completed the certificate course. Certificates are distributed to the students on 08.03.2021.

Date: 11.03.2021

Place: Bhupalapally

DER

Lecturer in Computer science

CERTIFICATE COURSE ON BASIC COMPUTER SKILLS

OBJECTIVES:

- INTRODUCTION TO COMPUTER
- TO KNOW HOW TO USE COMPUTER
- PERFORM BASIC OPERATION



ADVANTAGES:

- EASY TO USE
- CREATE FILES AND E-MAILS EASILY
- MULTIPURPOSE USE
- BETTER CAREER PROSPECTS

GOVERNAMENT DEGREE COLLEGE BHUPALAPALLY

Department of COMPUETR SCIENCE & APPLICATIONS

SYLLUBUS

UNIT-I: INTRODUCTION

1) Computer Introduction

2) Advantages of computer

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4) How to start computer

UNIT-II

1) Basic parts of computer

2) Input devices & output devices

3) Typing skills

4) Notepad introduction

UNIT-III

1) Word pad introduction

2) How to create a folder

3) Basic operations on computer like copy, paste, cut, delete

4) How to move file one folder to another folder

UNIT-IV

1) How to save documents, files & pictures

2) How to use Internet

3) How to create e-mails

4) MS-Word

5) MS-Excel

Classes conducted on basic computer skills:





Attendance of students:

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GOVERNAMENT DEGREE COLLEGE BHUPALAPALLY

Department of COMPUETR SCIENCE & APPLICATIONS

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Certificate of participation:

Government Degree College Bhupalpally Certificate of Participation This is to certify that <u>BHUKYA ANIL KUMAR</u> S/O, D/O. B. RAU has successfully completed Certificate Course on <u>Basic Computer</u> Skills from 1/2/2024 of 1/3/2024 of p.m. Sign.of Incharge Sign. of IQAC Coordinator Sign.of Principal Dist: Jay