



Government Degree college

Chanchalguda, Hyderabad-24

Department of English

Certificate Course 2021-2022

SOFT SKILLS

PERMISSION LETTER

21. Hyderabad
10-2022

TO
The Principal
G.D.C, chanchalguda
Hyderabad.

Respected sir -

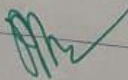
Subj: Permission requested to conduct
a certificate course, nearest - Reg.

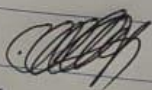
This is to bring to your kind
notice that the Department of English is
planning to conduct a certificate course in
"Soft Skills" from 28.10.2022 to 13.11.2022
for 15 days i.e two hours a day.

In this regard I request you to
grant permission to conduct the above course.

Thanking you,

Yours sincerely


PRINCIPAL
GOVT. DEGREE COLLEGE
CHANCHALGUDA, HYD.


(M. Samanth Reddy)

HOD

Dept of English

NOTICE
FOR SOFT SKILLS CERTIFICATE COURSE

Government Degree College
Chanchalguda, Hyderabad-24

Date : 23-10-2022

NOTICE

All the students of B.COM , B.SC. And B.A. of I, II, And III year are hereby informed that The Department of English is conducting a certificate course on " SOFT SKILLS" for 15 days . The course will be from 28.10.2022 to 13.11.2022. There will be everyday two hours class and a valuable certificate will be given after completion of the course. Therefore, III and II year students are advised to register for the course on or before 27.10.2023.



Head of the department



Principal
GOVT. DEGREE COLLEGE
CHANCHALGUDA, HYD.

Organizing committee

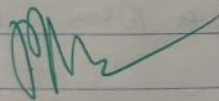
- 1. Dr. P. Venkata Ramana, Principal**
- 2. Mr. M. Samanth Reddy, Asso. Prof.**
- 3 .Mrs. K. R. Uma Devi, Lecturer in English.**
- 4. Mr. Mahender Singh, Lecturer in English.**

Inaugural Ceremony

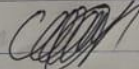
Hyderabad.

28-10-2022.

Inaugural ceremony of the certificate course on "Soft Skills" was organized on 28-10-2022 in Computer Room No: 102 at 1 PM. The principal of Govt. Degree College, Chanchalguda had given a presidential address and Sri. Samantha Reddy, HOD of English Department enlightened the students with the importance of "Soft Skills". Mrs. K.R. Uma Devi explained the syllabus and important aspects of the course later Mr. Maheshwar proposed vote of thanks. Students of Ist and IInd year and a few other faculty members attended the ceremony and made it successful.



PRINCIPAL
GOVT. DEGREE COLLEGE
CHANCHALGUDA, HYD.



1. M. SAMANTHA REDDY

2. K.R. Uma Devi
Lecturer in English

3. .



REDMI NOTE 9 PRO MAX
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 GPS Map Camera



Hyderabad, Telangana, India

PRIMARY SCHOOL, GOVERNMENT JUNIOR COLLEGE
CHANCHALGUDA, Chanchalguda Jail Road, Chavni, Dabeerpura,
Hyderabad, Telangana 500023, India

Lat 17.365269°

Long 78.497151°

28/10/22 12:56 PM GMT +05:30

OBJECTIVES

1) Name of the course: "Soft Skills"

Duration of the course: 15 Days (30 hours)

2 PM to 4 PM B.Com & B.A.
10 AM to 12 AM B.Sc

Objectives:


1. The main objective of the course is to make students get equipped with soft skills so as to become self confident.
2. To develop effective presentation skills in students
3. To develop Inter-personal skills among students
4. To enable the students to take up training to secure a better livelihood.

Names of the faculty/instructor:

1. Mr. M. Sankar Reddy HOD

2. Mrs. K.R. Uma Devi Lect in English

3. Mr. Mahender Singh, Lect in English


PRINCIPAL
GOVT. DEGREE COLLEGE
CHANNAYALGUDA, HYD.

Syllabus

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SKILLS CERTIFICATE COURSE 2021-2022

OBJECTIVES

1. The main objective of the course is to make students get equipped with soft skills so as to become self confident.
2. To develop effective presentation skills in students.
3. To develop Inter-Personal skills among students.
4. To enable the student to take up training to secure a better livelihood.

DURATION OF THE COURSE: 15 Days {30 hours}

2 PM to 4PM B.COM

SYLLABUS

CERTIFICATE COURSE -2021-2022

SOFT SKILLS

S.No	Topic
1	Motivation
2	Self Confidence
3	Time Management
4	Non-Verbal Communication
5	Goal-Setting
6	Etiquette and Grooming
7	Leadership Qualities
8	Inter Personal and Intra Personal Skills
9	Adaptability
10	Problem –Solving
11	Decision Making
12	Stress Management
13	Creative Thinking
14	Emotional Stability
15	Communication

SCHEDULE

FOR SOFT SKILLS CERTIFICATE COURSE -2021-2022

S.No	Topic	Faculty	Date
1	Motivation	Mr. M.Samanth Reddy	28.10.2022
2	Self Confidence	Mr. M.Samanth Reddy	29.10.2022
3	Time Management	Mr. M.Samanth Reddy	31.10.2022
4	Non-Verbal Communication	Mr. M.Samanth Reddy	1.11.2022
5	Goal-Setting	Mrs.KR Uma Devi	2.11.2022
6	Etiquette and Groaming	Mrs.KR Uma Devi	3.11.2022
7	Leadership Qualities	Mrs.KR Uma Devi	4.11.2022
8	Inter Personal and Intra Personal Skills	Mrs.KR Uma Devi	5.11.2022
9	Adaptability	Mr. Mahender Singh	6.11.2022
10	Problem –Solving	Mr. Mahender Singh	7.11.2022
11	Decision Making	Mrs.KR Uma Devi	8.11.2022
12	Stress Management	Mr.M. Samanth Reddy	9.11.2022
13	Creative Thinking	Mr.M.Samanth Reddy	10.11.2022
14	Emotional Stability	Mr. Mahender Singh	12.11.2022
15	Communication	Mrs.KR Uma Devi	13.11.2022

REGISTRATIONS

Names of the Students Registered for
Certificate course - 2022 Soft Skills

SN.	Roll No.	Students Name	Class	Topic
1	191020405060	Khuram Ahmed Ansari	II yr B.com	
2	191020405167	Sana Begum	"	
3	191020405155	Rubi Sellana	"	
4	191020405157	Saba Mahjabeen	"	
5	191020405019	Aliya Sellana	"	
6	191020405133	Mohd. Yusuf Khan	"	
7	191020405167	Sabika Begum	III B.com	
8	191020405152	Musafa Aidi Khan	"	
9	191020405173	Sua Sellana	"	
10	191020405171	Sameera Johar	"	
11	191020405045	Huma Khan Bani	"	
12	191020405033	Farhana Fatima	"	
13	191020405134	md. Khurshed Khan	"	
14	191020405194	Syed Ashraf Uddin	"	
15	191020405902	Mohammed Ibrahim	"	
16	1910204051904	Muskan Fatima	"	
17	191020405054	Koushan Begum	"	
18	191020405154	Nazia Khatun	"	
19	191020405061	Mahjabeen	"	
20	191020405224	Zakera Khatun	"	
21	191020405044	Habeema Sadia	"	
22	191020405057	Lubna Tabassum	"	
23	191020405037	G. Mallesu	"	
24	191020405074	Soufiaz Ahmed Khan	"	
25	191020405-011	Amer Bin Abrar	"	
26	191020073001	Shaik Khajabeen	"	
27	191020129906	Saniya	B.A III	
28	191020129901	Iqra	"	
29	191020129004	Ashraf	"	
30	191020129909	Irfan	"	
31	191020352901	Mirza	"	
32	191020129043	Muhammad	"	
33	191020072001	Other	"	

certificate course - 2022 - soft skills

34	191020129	Asad	II BA
35	19102002535	Adnan	"
36	191020129033	Ismail	"
37	19102044501	A. Ashwini	III B2C
38	19102044502	Aashika Fatema	"
39	191020445018	V. Sri Kumar	"
40	191020602003	Tahera Tanveer Tatra	B2 B4
41	19102064001	Anas Mehdi Ali Khan	"
42	191020479001	B. Srikanth Reddy	
43	191020445020	V. Akash	
44	191020445021	V. Sreenatha	
45	191020445022	V. Hemanti Kumar	

ATTENDANCE

Names of the Students Registered for Certificate course - 2022 Soft Skills

Sl. No.	Roll no.	Student Name	Class	Topic
1	19102005026	Khusnum Ahmad Anand	B+D	
2	19102005027	Sana Begum	"	
3	19102005028	Ruba Sultana	"	
4	19102005029	Saba Madiha	"	
5	19102005030	Akshya Sallana	"	
6	19102005031	Meha Yasht Khan	"	
7	19102005032	Sahiba Begum	B+D	
8	19102005033	Ushika dil Khan	"	
9	19102005034	Sana Sultana	"	
10	19102005035	Sameera Tolana	"	
11	19102005036	Huma Aisa Khan	"	
12	19102005037	Fatima Fatima	"	
13	19102005038	Ud Muskan Khan	"	
14	19102005039	Syda Akshay Siddiq	"	
15	19102005040	Milowal Shafiq	"	
16	19102005041	Muskan Fatima	"	
17	19102005042	Kavina Begum	"	
18	19102005043	Nazma Khan	"	
19	19102005044	Mahakum	"	
20	19102005045	Zakara Khatoon	"	
21	19102005046	Haleema Sultana	"	
22	19102005047	Jalwa Tahmineem	"	
23	19102005048	G. Malika	"	
24	19102005049	Sahana Ahmad Khan	"	
25	19102005050	Amees Bin Akshar	"	
26	19102005051	Shahid Khatun	"	
27	19102005052	Savanya	B+D	
28	19102005053	Tayra	"	
29	19102005054	Akshaf	"	
30	19102005055	Syara	"	
31	19102005056	MITRA	"	
32	19102005057	MUSKAN	"	
33	19102005058	CHIRU	"	

From 28-10-2022 to 12-11-2022

Sl. No.	Roll no.	Student Name	Class	Topic	28-10	29-10	30-10	31-10	01-11	02-11	03-11	04-11	05-11	06-11	07-11	08-11	09-11	10-11	11-11	12-11
1	19102005026	Khusnum Ahmad Anand	B+D		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
2	19102005027	Sana Begum	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
3	19102005028	Ruba Sultana	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
4	19102005029	Saba Madiha	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
5	19102005030	Akshya Sallana	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
6	19102005031	Meha Yasht Khan	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
7	19102005032	Sahiba Begum	B+D		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
8	19102005033	Ushika dil Khan	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
9	19102005034	Sana Sultana	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
10	19102005035	Sameera Tolana	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
11	19102005036	Huma Aisa Khan	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
12	19102005037	Fatima Fatima	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
13	19102005038	Ud Muskan Khan	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
14	19102005039	Syda Akshay Siddiq	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
15	19102005040	Milowal Shafiq	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	19102005041	Muskan Fatima	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
17	19102005042	Kavina Begum	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
18	19102005043	Nazma Khan	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
19	19102005044	Mahakum	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
20	19102005045	Zakara Khatoon	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
21	19102005046	Haleema Sultana	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
22	19102005047	Jalwa Tahmineem	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
23	19102005048	G. Malika	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
24	19102005049	Sahana Ahmad Khan	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
25	19102005050	Amees Bin Akshar	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
26	19102005051	Shahid Khatun	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
27	19102005052	Savanya	B+D		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
28	19102005053	Tayra	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
29	19102005054	Akshaf	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
30	19102005055	Syara	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
31	19102005056	MITRA	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
32	19102005057	MUSKAN	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
33	19102005058	CHIRU	"		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

Central Board Course - 2012 - Self Study

34	191020129	Miscel	10/01
35	1910200335	Arthura	"
36	191020129033	Miscel	"
37	1910200401	A. Adhivini	10/02
38	1910200402	A. Adhivini	"
39	19102004018	V. Sankar	"
40	191020052003	Taduna Taduna	10/02/04
41	19102004001	Arthura	"
42	19102004001	B. Sankar	"
43	19102004020	V. Arthura	"
44	19102004001	V. Sankar	"
45	19102004022	V. Sankar	"

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Form 18-10-2012 12-11-2012

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1. M. Srinivasan
 2. U. Sankar
 (K.R. 10/01/2012)

Valedictory Ceremony

Valedictory Ceremony was organised by The Department of English on 26.11.2022 after completion of 15 days (every day 2 hours) of certificate course on “Soft skills” from 28.10.2022 to 13.11.2022.

The ceremony was chaired by Dr. P. Venkataramana, Principal, GDC, chanchalguda, Mr M.Samanth Reddy, Associate professor, HOD of Department of English and Vice Principals Dr. R. Ravi Kumar, Dr.Aziz khan have addressed the students. Mrs KR Uma Devi, Lecturer in English, has proposed vote of thanks. The Principal of the college appreciated the Department of English for carrying out wonderful and useful programme and awarded Certificates to the registered students of the course.





GOVERNMENT DEGREE COLLEGE CHANCHALGUDA
HYDERABAD, TELANGANA-500024

(Affiliated To Osmania University & Recognition of The College Under Section 2 (f) UGC Act, 1956)



Certificate

This is to Certify that Mr./~~Ms~~ Mohd. Ibrahim
of B.A/B.Sc/B.Com, I/II/III Year Completed a course in Soft Skills
Conducted by Dept. of English for a Period of 15 days,
from 28-10-2022 to 13-11-2022 in the Academic Year 2021-2022.


HOD


Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
CHANCHALGUDA, HYD.

OUT COME

It is witnessed that the outcome or the Fringe Benefits of the Certificate Course 2022, by the Department of English has been proved to be very beneficial to the students of the College, because it has reached its objectives of the intended course very effectively. All the students attended all the classes with great zeal to equip themselves with “Soft Skills”.

- The course has made the students to be equipped with soft Skills so as to become self-confident.
- It has equipped the students with effective presentation skills
- It has developed Inter-Personal skills among the students
- It enabled the students to take up responsibilities for a better life on their career.