

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE

on

“SOFT SKILLS”

ACADEMIC YEAR- 2022-23

[FROM 02-01-2022to10-03-2023]



No. Of Participants: 25

No. Of Hours: 30

Time: 9.00 am

**KNM GOVERNMENT DEGREE COLLEGE, MIRYALAGUDA,
NALGONDA DIST**

DEPARTMENT OF ENGLISH

PERMISSION LETTER

Date: 26-12-2022

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.

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We the Department of English would like to start Certificate Course in English in our college for the academic year 2022-2023 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
Lecturer in English
KNM GDC, Miryalaguda.

CIRCULAR

Date: 27-12-2022

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 2022-2023. The classes will be conducted during Zero hours that is from 9.00 am to 10.00 am (1 hour) on all working days. The Detailed schedule will be intimated very soon.

Interested candidates may enrol their names with E Ram Reddy, Lecturer in English on or before 31-12-2022



E. RAM REDDY
Lecturer in English
K.N.M. Govt. Degree College,
MIRYALGUDA.

In-charge
Department of English



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

Principal

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

- i. Motivation and Goal setting
- ii. Self Confidence
- iii. Interpersonal Skills
- iv. Time Management
- v. Non Verbal Skills
- vi. Leadership Skills
- vii. Stress Management
- viii. Etiquette and Grooming
- ix. Decision Making
- x. Problem Solving

Practice sessions for FIVE hours


E. RAM REDDY
Lecturer in English
K.N.M. G.D.C. Miryalaguda.

Course Co-ordinator


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

Principal

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) : 02-01-2023 to 10-03-2023
7. No. of certificates issued : 25


E. RAM REDDY
Lecturer in English
KNM GDC, Miryalaguda.

Course Co-ordinator


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

Principal

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	15	10	-	-	-	25
2	Coverage of Syllabus	10	10	05	-	-	25
3	Course Methods	10	10	05	-	-	25
4	Explanation of the topics	12	08	05	-	-	25
5	Interaction	15	05	05	-	-	25
6	Doubts clarification	10	10	05	-	-	25
7	Teacher presentation	10	05	10	-	-	25
8	Interest Generation	10	10	05	-	-	25
9	Time Management	10	10	05	-	-	25
10	Overall opinion	8	10	07	-	-	25
	Remarks of the Principal	Very good.					


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

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		✓				

S. Lokeesh

Signature of the student


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

KNM GOVERNMENT DEGREE COLLEGE, MIRYALAGUDA

CERTIFICATE COURSE IN soft skills

ACADEMIC YEAR 2022-23

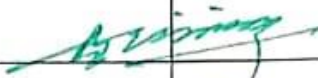
DEPARTMENT OF English

S.NO	Name of the student	Hall Ticket NO	Group year	Signature
1	S. Lokesh	21044018579 1002	III rd BSc (BZCS)	S. Lokesh
2.	P. Vignesh	2104401844 51022	III rd B.sc (BZC)	P. Vignesh
3.	R. Edukondatu	2104401844 51024	III rd B.Sc (B.Z.C)	R. Edukondatu
4)	MD. Yasmeen	220440184411003	II nd B.Sc (MPC)	Yasmeen
5)	P. Manika	220440184468104	II nd B.Sc (MPC)	P. Manika
6)	P. Shiva	210440184457023	III rd BSc (BZC)	P. Shiva
7)	Sk. Sameer	2104401844510 25	III rd B.Sc (B.Z.C)	Sk. Sameer
8)	S. Gayathri	2104401844510 26	III rd B.Sc (B.Z.C)	S. Gayathri
9)	T. Soimadh	2104401844510 27	III rd B.Sc (BZC)	T. Soimadh
10)	Y. Brahman	2104401844510 28	III rd B.Sc (BZC)	Y. Brahman
11)	P. Shankar	220440183353003	I st year B.A (HCEA)	P. Shankar
12)	T. Rakesh	210440181292044	III rd year B.A (HCEA)	T. Rakesh
13)	P. Venkatesh	210440181292034	III rd year B.A (HCEA)	P. Venkatesh
14)	M. Madhu	2204401844510 08	I st year BZC	M. Madhu
15	P. Raju	210440181291029	III rd year B.A	P. Raju
16.	R. Santhosh	210440181291038	III rd year B.A	R. Santhosh
17.	T. Swetha	2104401812910 40	III rd year B.A	T. Swetha
18.	N. Shiva Kumar	21044018129 624	I st year B.A	N. Shiva
19.	V. Naga Raju	210440181291041	III rd year B.A	V. Naga Raju

KNM GOVERNMENT DEGREE COLLEGE, MIRYALAGUDA

CERTIFICATE COURSE IN English (Soft Skills)ACADEMIC YEAR 2022-23DEPARTMENT OF English

S.No	Name of the student	Hall Ticket NO	Group & year	Signature
20	E. Bowmya	2104401819013	III BA (EUP)	
21	P. Laxmi	21044018129229	II BA (EHP)	
22	J. Lavanya	21044018129206	II B.A (EHP)	J. Lavanya
23	sk. Nitya Ummer	2043 21044018129	III B.A (EHP)	sk. Nitya Ummer
24	L. Pavan	2204401846107	II B-SC	L. Pavan
25	p. shraavan kumar	22044018445 1063	II B-Z.C	p. shraavan kumar


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

KNM GOVERNMENT DEGREE COLLEGE, MIRYALAGUDA

CERTIFICATE COURSE IN Soft Skills

DEPARTMENT OF English

Attendance Sheet :: AY 2022-2023

Sl. No	Name of the participant	Date & Month																														Student Signature			
		January										Feb										March													
		2	3	4	17	18	20	21	23	24	27	10	13	14	15	16	17	20	21	22	25	24	25	27	2	3	4	6	8	9	10				
1	S. Lokesh	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	S. Lokesh
2	P. Vignesh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Vignesh
3	R. Edurandallu	P	P	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	R. Edurandallu
4	MD. YASMEEN	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	MD. YASMEEN
5	P. MAUNIKA	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. MAUNIKA
6	P. Shiva	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Shiva
7	Sk. Sameer	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sk. Sameer
8	S. Gayathri	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	S. Gayathri
9	P. Gnanadh	P	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Gnanadh
10	Y. Brahman	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Y. Brahman
11	P. Shankar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Shankar
12	T. Rakesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	T. Rakesh
13	P. V. Mahesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. V. Mahesh
14	M. MADHU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. MADHU
15	P. RAGHU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. RAGHU
16	P. SANTHOSH	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. SANTHOSH
17	T. SWATHA	P	P	P	A	A	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	T. SWATHA
18	N. Thira	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	N. Thira
19	U. NAGARAJU	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	U. NAGARAJU
20	E. RAJESHA	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	E. RAJESHA
21	P. LAXMI	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. LAXMI
22	U. LAVANYA	P	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	U. LAVANYA
23	SK. NAGUMEEVA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	SK. NAGUMEEVA
24	L. RAJAN	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	L. RAJAN
25	P. SHRAVAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. SHRAVAN KUMAR

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

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 S.Lokesh,III,BZCs** with Roll No **210440185791002** has successfully completed the certificate course in **“Soft Skills”** organized by the Department of English.*


E. RAM REDDY
Lecturer in English
KNM GDC, Miryalaguda.

Department In charge


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

Principal

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 P. Vignesh** with Roll No **210440184451022** has successfully completed the certificate course in “**Soft Skills**” organized by the Department of English.*


E. RAM REDDY
Lecturer in English
KNM GDC, Miryalaguda.

Department In charge


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

Principal