M.A.L.D Govt. Degree College, Gadwal Jogulamba Gadwal – Dist. (Affiliated to Palamuru University, Mahabubnagar)

## **Department of English**



# Certificate Course in Personality Development and Communication Skills 2016-17





### **Departmental Meeting**

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is sheld on out of 12013 and discussed the following items.
(1) Discussion on 2nd Semester Topics.
( ) completion of the I year syllates
(2) Completion of his IT year southables by the end of February
(3) Developing communication Skills though TSKC classes.
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(4) Porviding Study Material.
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Date: 05/01/2017

### **CIRCULAR**

All the students of B.A, B.Com and BSC groups of M.A.L.D Govt. Arts & Science College are hereby informed that the Department of English is going to conduct free certificate course in "Personality Development and Communication Skills" for only II year students. Interested students may enroll your names at the Department of English on or before 30.12.2016





### **Certificate Course:**

### Personality Development and Communication Skills

### **Syllabus - 2016-17**

#### **Basic English:**

- 1. Tenses
- 2. Reported Speech

#### **Communication Skills:**

- 1. Interpersonal Skills
- 2. Speaking Skills (Brief Speeches, Group Discussion)

Writing Skills: (Paragraph, Summary, Note Making, Editing, Business Letters)

#### **Soft Skills for Personality Development:**

- 1. Body Language
- 2. Goal Setting
- 3. Time Management
- 4. Emotional Intelligence
- 5. Problem-Solving
- 6. Team Work





#### **No of Participants**

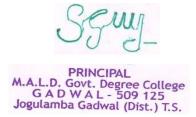
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### **Students Attendance Reports**

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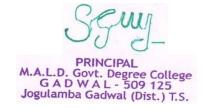




#### **Photo Copy of Certificate Course**







M.A.L.D Govt. Degree College, Gadwal Jogulamba Gadwal – Dist. (Affiliated to Palamuru University, Mahabubnagar)

## **Department of English**



Certificate Course in

Personality Development and Communication Skills

2018-19





## **Departmental Meeting**

67
(9) Departmental Meeting, orlindance
The faculty Members of the Department of English have met on 01, 12, are and resolved The following things.
The following things and resolved
1). Conduction of Free Certificate Course in English.
St is decided to Conduct Free Certificate course in English Personality development and Communi-
Dith are idea to improve their personality development in English for tair of living student development body language Successfully and community—  Cation Skills for Interviews.
Signature of the Dept. Incharge
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### **Certificate Course in:**

## <u>Personality Development and Communication Skills</u> <u>Syllabus – 2018-19</u>

#### **Basic English:**

- 1. Tenses
- 2. Reported Speech

#### **Communication Skills:**

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Writing Skills: (Paragraph, Summary, Note Making, Editing, Business Letters)

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- Body Language
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- 3. Time Management
- 4. Emotional Intelligence
- 5. Problem-Solving
- 6. Team Work





#### **No of Participants**

	M.A.L.I	D Govt. Degree College,		
		Jogulaba Gadwal Dist		
THE REAL PROPERTY.		Department of English		
The Follo	owing Students have Registered			
"Persona	ality Development and Commun	nication Skills".		
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1		18033024129040	HEP -	Files.
2	P. Pasusha Ramudu	18033024129531	HEP	Desablustanio
3	Khaja Mojouddin	18033024129 022	HEP	khaja Moinudi
4	T. Bheemesh	18033021145598	BZC-TM	TBheemosh
5	K. Mahendra	18033024129026	HEP	nuly
6	B. Durga	180330241566001	HPP.	B. Duraga
7	Rahimath Begun	18033024129031	HEP.	Rahimary
8	Narsamma	18033024126031	HEP	Narsanna
9	G. Anitha.	18033024129556	EPML	Anitha
10	B. Kumar	18033024129504	CPMC	· Cum
11	K. pavan kalyan	18033024401511.	B.com(gen)	(h)
12	Venkatesh. M.	18033024401013	·B·com (gen)	venkatech.
13	5. Chandra Shekhar	180 330 24405055	B-con(comp)	Chodeshale
14	V. Sameer	18033024405066	B. com(comp)	Fromer
15	M.D. Khaleel.	18033024405039		M.D. Khales
16	B. Swietha Rani	F\$033024441008	MPC-EIM	Switha Rani
17	A. Swalki	1703302441004	MPC-EIM.	Scottie
18	G. Bheemeswari	18033024468024	MPCS-EIM	Gr Theomesuall
19	K. Hernalatha	17033024441013	MPC-EIM	temora
	K. Tyoth:	17033024441014	MPC-EIM	K. Jojothi
21	K. Lanimi	1803302441574	MPC-TIM	T. LOXNI
23	P. Supriya.	18033024441031	MPC-EIM	garsamma
24	KeerThama	18033024441002	MPC-EIM	Rething
25	Shilusha		MPC-EM.	Broduk STI
26	Bhagyasri	18033024441505	MPC-TM	Kradink (1)
27	P. c. Bharathi	18033024441340	MPC-TIM.	Olgodini
28		18033024441038		00-100
29	T. Sandhya.	1803302444153	MPC-FIM	Quelyo
30	Mamatha.	18033024441553		randela
31	V. Kavya Sri		MPC-TIM.	Kanga
32	K. Amulya	18033024441519	MPC-T/M.	-Achulya.
	Deekshitha. P	18033024.468060	MPCS.	Deckshita
34	Hemalatha	18033024468006		dianosta
35	K. Saraswathi M. Prashanthi	18033024466043	· MPCs.	K. Sava Suath
		18033024468 054	Mpcs	M. PrashonH
37	N. Vinodkumar	14033024468037	Mpes	moderna
	K. Bhasker	18033024468025	MPCs.	4 Shapkes
39	R. Amender Reddy	18033024 468066	MPCs.	+ Chronick and
	R. Jayalaxmi	18033024457011	MZC-E/M	Jayorana
41	C. Bhavani	14033054442254	BZCLTM	C: 13hayani
42	M. Meenakshi	17033024 457015	MZC	Menulette
43	J. Jharun Kyropar	1703302445 703)	MZC	Thaveur Kyl
	V. Narsimbulu	17033024457062		Agresimbul
44	T. Ragavendra	17033024457030		Kardy
45	K. Kajashekar	17033024457016	MZC	neugy
46	Lavapya	1.8033024 5 T2004	BZC-TIM	havanya
47	Varajaami	18033024445610	BRC-TIM	Evarida X
48	Kavitha	18033024445526	BXC-TIME	(D)=
49	Shireesha	1803302445 039	RZC-TIM	Chi 6005ha
50	B. Navitba.	1803302445511	BZC-TIM	B. Novitha





#### **Students Attendance**

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	8033024441002 K		MPL-Em	10 -4	P.	Þ	P	P	·P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
-		hilusha :	MPC-EM	1000	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	8033024441505 13	shaqyasrp	mpc-Tm	1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	1033024441540 P		mpc-Tm	- 13	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P.	P	P	P	P	
	2038024441026 P		mpc-ton	10-1	P	P	IP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	1033024741038 T.		MPC-En	312	P	P	P	P	P	P	P	P	P	P	P	P	+	P	P	P	P	P	P	P	(A) Maria
	8038024441531 M		MPC-TM		P	P	P	4	le	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	03 3024 4 4 1553 V.K		mPC-TM		P	P	P	P	P	P	P	.P	P	P			P	P	P	P	P	P	P	P	
	033024441519 A		mpc-Im		A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	8033024468060 De		MIPCS		D	P	P	P	P	P	P	.p	P	P		P	P	P	P	P	P	P	PJ	P	
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