

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

## Department of English



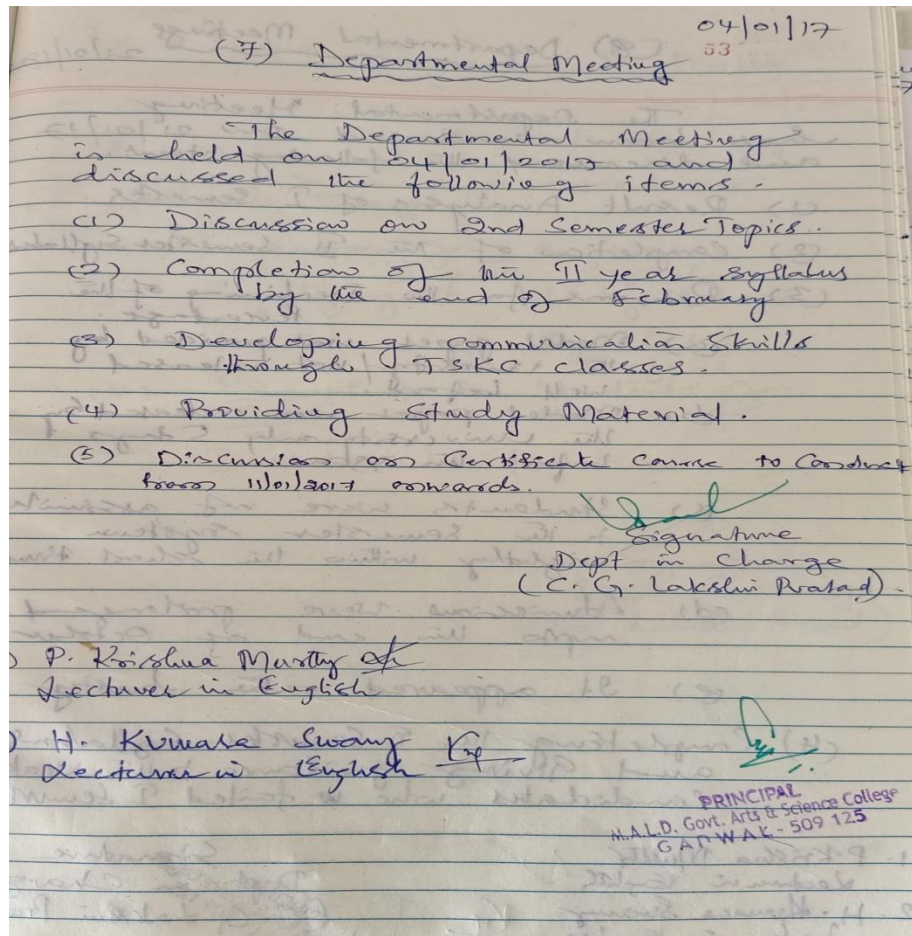
**Certificate Course in**  
**Personality Development and Communication Skills**  
**2016-17**



# M.A.L.D. Govt. Arts & Science College, Gadwal, Jogulamba Gadwal Dist., Telangana State.



## Departmental Meeting



*Sanyal*

PRINCIPAL  
M.A.L.D. Govt. Degree College  
GADWAL - 509 125  
Jogulamba Gadwal (Dist.) T.S.



**M.A.L.D. Govt. Arts & Science College, Gadwal,  
Jogulamba Gadwal Dist., Telangana State.**

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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

*Sguy*

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G A D W A L - 509 125  
Jogulamba Gadwal (Dist.) T.S.



M.A.L.D. Govt. Arts & Science College, Gadwal,  
Jogulamba Gadwal Dist., Telangana State.



## 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

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# M.A.L.D. Govt. Arts & Science College, Gadwal, Jogulamba Gadwal Dist., Telangana State.



## No of Participants

M.A.L.D. Govt. Arts & Science College,  
Gadwal.

The following students have  
registered their names for jobs into  
the course 'Personality Development  
and Communication Skills'

S.No.	Name	Roll No.	Group	Signature
1	B. Sai Kumar	2024-15-441-510	Bsc (MPC)	B. Sai Kumar
2	G. Taja	2024-15-441-524	Bsc (MPC)	Taja
3	B. Samrao	2024-15-448-003	Bsc (MPC)	Samrao
4	Batal Daises	2024-15-448-004	Bsc (MPC)	Batal Daises
5	Githana Latha	2024-15-448-008	Bsc (MPC)	Githana Latha
6	K. Shilpa	2024-15-448-014	Bsc (MPC)	Shilpa
7	S. Shreeraha	2024-15-448-023	Bsc (MPC)	Shreeraha
8	Srujana	2024-15-448-026	Bsc (MPC)	Srujana
9	V. Spandana	2024-15-448-034	Bsc (MPC)	V. Spandana
10	G. Hari Krishna	2024-15-448-041	Bsc (MPC)	G. Hari Krishna
11	V. Vijaya Bhaskar Reddy	2024-15-448-100	Bsc (MPC)	V. Vijaya Bhaskar Reddy
12	M. Navitha	2024-15-457-002	Bsc (MPC)	M. Navitha
13	N. Manjula	2024-15-457-004	Bsc (MPC)	N. Manjula
14	E. Ashok	2024-15-457-007	Bsc (MPC)	E. Ashok
15	G. Narasimulu	2024-15-457-010	Bsc (MPC)	G. Narasimulu
16	V. Shiva Prasad	2024-15-457-016	Bsc (MPC)	V. Shiva Prasad
17	B. Phanendra Raju	2024-15-448-000	Bsc (MPC)	B. Phanendra Raju
18	B. Vijay Kumar	2024-15-448-001	Bsc (MPC)	B. Vijay Kumar
19	C. Shashidhar	2024-15-448-013	Bsc (MPC)	C. Shashidhar
20	G. Parameshwar Reddy	2024-15-448-023	Bsc (MPC)	G. Parameshwar Reddy
21	M.D. Saleem Akbar	2024-15-448-038	Bsc (MPC)	M.D. Saleem Akbar
22	Ravi Prakash	2024-15-448-038	Bsc (MPC)	Ravi Prakash
23	B. Latha	2024-15-401-002	B.com	B. Latha
24	L. Devika	2024-15-401-007	B.com	L. Devika
25	T. Sandhya	2024-15-401-013	B.com	T. Sandhya
26	B. Sateesh	2024-15-029-512	HEP	B. Sateesh
27	Bheemach Goud	2024-15-129-514	HEP	Bheemach Goud

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# M.A.L.D. Govt. Arts & Science College, Gadwal, Jogulamba Gadwal Dist., Telangana State.



## Students Attendance Reports

ATTENDANCE REGISTER OF \_\_\_\_\_ YEAR: 2016-17

Subject: Personality Development & Communication Skills

ROLL No.	NAME OF THE STUDENTS	MONTH	January													February													TOTAL NO. OF LECTURES ATTENDED BY STUDENTS	REMARKS
		DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-441-510	B. Sai Kumar		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-441-527	G. Teja		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-448-082	B. Saravanan		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
004	Rutrol Gaisur		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
008	G. Hemalatha		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
014	K. Shilpa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
023	S. Shireesha		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
026	Srujana		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
034	V. Spondana		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
091	A. Harikrishna		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-445-091	M. Navika		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
004	N. Manjula		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
007	E. Ashika		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
010	G. Navasimha		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
016	V. Shiva Prasad		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-504-504	B. Phaniendra Raju		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
508	B. Vijay Kumar		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
512	C. Shashidhar		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
523	G. Ponganeswar Reddy		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
508	MD Akbar Saleem		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
505	Ravi Prakash		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-502-002	B. Laksh		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
007	C. Devika		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
013	G. Sandhya		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-512-512	B. Suresh		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
519	Rheemesh Gond		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
523	Chandh		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
3024-15-511-509	B. Krishna		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
515	B. Peddareddy		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		

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## Photo Copy of Certificate Course



### M.A.L.D. GOVERNMENT DEGREE COLLEGE - GADWAL

Accredited with "B" Grade by NAAC  
Affiliated to Palamuru University  
Jogulamba Gadwal District, Telangana State.



### *Course Certificate*

This is certify that Mr. / Mrs. V. Spandana  
Roll No. 3024-15448-034 Studying II-B.sc (MPCs) has completed  
the Certificate Course in personality Development & Communication skills  
conducted by the Department of English M.A.L.D. Government Degree College, Gadwal  
from 11-01-2017 to 22-02-2017

Course Co-ordinator

Convener

Principal

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M.A.L.D. Govt. Degree College  
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M.A.L.D Govt. Degree College, Gadwal  
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## **Department of English**



**Certificate Course in**  
**Personality Development and Communication Skills**

**2018-19**

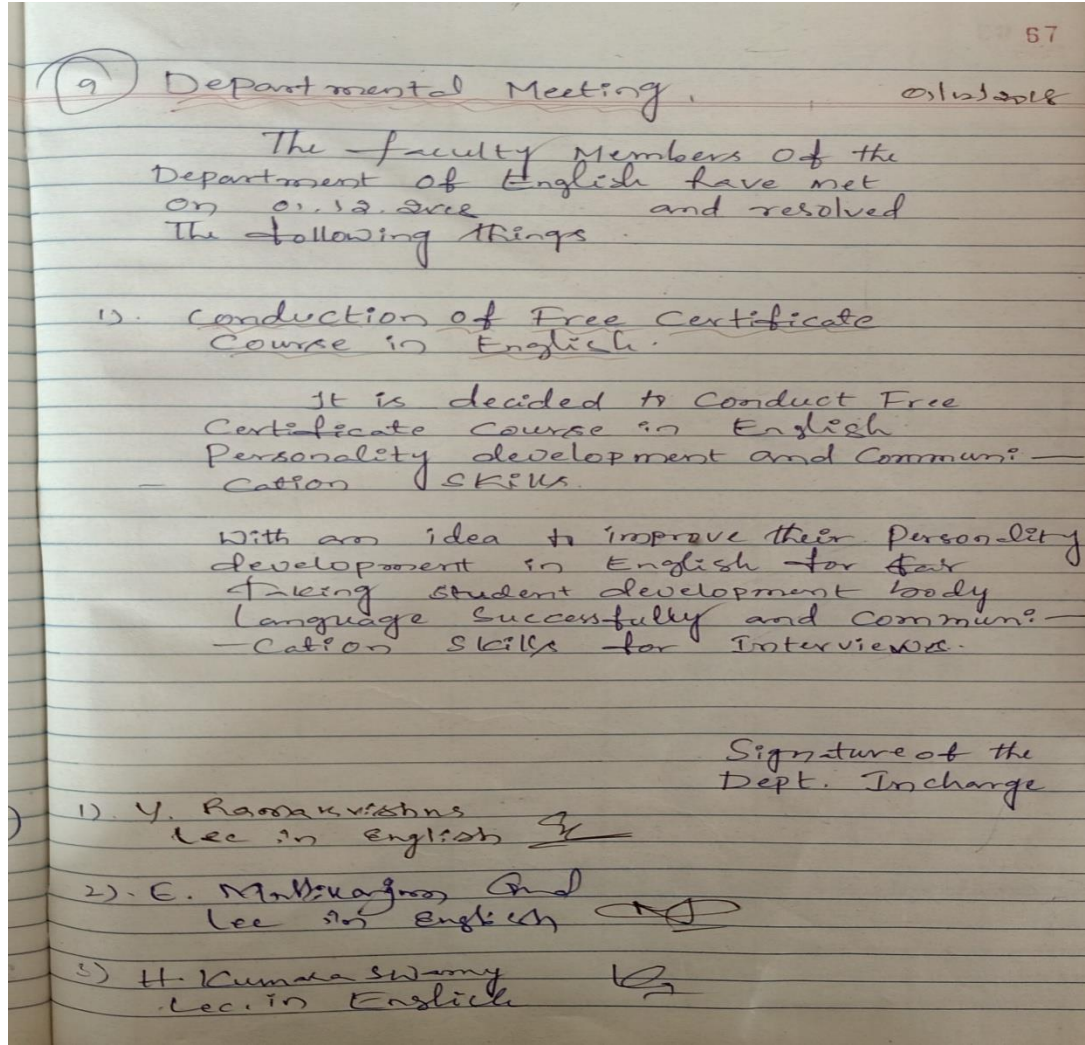




M.A.L.D. Govt. Degree College, Gadwal,  
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## Departmental Meeting



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# M.A.L.D. Govt. Degree College, Gadwal, Jogulamba Gadwal Dist., Telangana State.



## CIRCULAR

M.A.L.D. Govt. Arts & Science College Gadwal  
Jogulamba Gadwal - Dist

3

04/19/2018

CIRCULAR

All the students of B.A. B.Com. and B.Sc groups of M.A.L.D. Govt. Degree College are hereby informed by the department of English to conduct the Certificate Course "Personality Development and Communication Skills" for only 50 students.

Hence you are advised to join in this course and enroll your names on or before 09/09/2018.

Further details contact to the department of English.

*[Signature]*  
Principal  
M.A.L.D. Govt. Arts & Science College  
GADWAL - 509 125

1) Deep B. Com I  
2) C. Shw B. A - I  
3) ~~...~~ (B. Sc - I)  
4) ~~...~~ (M.P.E.S.T.)  
5) ~~...~~ B.P.P. U. Yaw  
6) ~~...~~  
7) ~~...~~  
8) B.A. - II ~~...~~  
9) ~~...~~  
10) ~~...~~  
11) ~~...~~  
12) ~~...~~

*[Signature]*  
PRINCIPAL  
M.A.L.D. Govt. Degree College  
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Jogulamba Gadwal (Dist.) T.S.



M.A.L.D. Govt. Degree College, Gadwal,  
Jogulamba Gadwal Dist., Telangana State.



**Certificate Course in:**  
**Personality Development and Communication Skills**

**Syllabus – 2018-19**

**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
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# M.A.L.D. Govt. Degree College, Gadwal, Jogulamba Gadwal Dist., Telangana State.



## No of Participants

M.A.L.D Govt. Degree College, Gadwal Jogulamba Gadwal Dist Department of English				
The Following Students have Registered their names in the following Certificate Course: "Personality Development and Communication Skills".				
S.NO.	Name of the Student	Roll	Group	Signature
1	Thirumalesh	18033024129040	HEP	Thirumalesh
2	P. Parusha Rapudu	18033024129531	HEP	P. Parusha Rapudu
3	Khaja Moineuddin	18033024129022	HEP	Khaja Moineuddin
4	T. Bheemesh	180330241294598	B.ZC-T/M	T. Bheemesh
5	K. Mahendra	18033024129026	HEP	K. Mahendra
6	B. Durga	180330241586001	H.P.P.	B. Durga
7	Rahimath Begum	18033024129031	HEP	Rahimath Begum
8	Narsamma	18033024126031	HEP	Narsamma
9	G. Anilba.	18033024129556	EPML	Anilba
10	B. Kumar.	18033024129504	EPML	B. Kumar.
11	K. pavan kalyan	18033024401511.	B.com(gen)	K. pavan kalyan
12	Venkatesh. M.	18033024401013	B.com (gen)	Venkatesh.
13	S. Chandra Shekhar	18033024405055	B.com(comp)	S. Chandra Shekhar
14	V. Sameer	18033024405066	B.com(comp)	V. Sameer
15	M.D. Khateel.	18033024405037	B.com(comp)	M.D. Khateel.
16	B. Swetha Rani	18033024441008	MPC-E/M	B. Swetha Rani
17	A. Swathi	17033024441004	MPC-E/M	A. Swathi
18	G. Bheemeswari	18033024468024	MPC-E/M	G. Bheemeswari
19	K. Hemalatha	17033024441013	MPC-E/M	K. Hemalatha
20	K. Jyothi	17033024441014	MPC-E/M	K. Jyothi
21	K. Laxmi	18033024441524	MPC-T/M	K. Laxmi
22	P. Supriya	18033024441031	MPC-E/M	P. Supriya
23	Keerthana	18033024441002	MPC-E/M	Keerthana
24	Shilusha	18033024441039	MPC-E/M	Shilusha
25	Bhagya Sri	18033024441505	MPC-T/M	Bhagya Sri
26	P. Nandini	18033024441340	MPC-T/M	P. Nandini
27	P.c. Bharathi	18033024441026	MPC-E/M	P.c. Bharathi
28	T. Sandhya	18033024441038	MPC-E/M	T. Sandhya
29	Mamatha.	18033024441531	MPC-T/M	Mamatha.
30	V. kavya Sri	18033024441553	MPC-T/M	V. kavya Sri
31	K. Anvula	18033024441519	MPC-T/M	K. Anvula
32	Deekshitha. P	180330244468060	MPCS.	Deekshitha. P
33	Hemalatha	18033024468006	MPCS.	Hemalatha
34	k. Saraswathi	18033024468043	MPCS.	k. Saraswathi
35	M. Prashanthi	18033024468054	MPCS.	M. Prashanthi
36	N. Vinodkumar	18033024468037	MPCS.	N. Vinodkumar
37	K. Bhasker	18033024468025	MPCS.	K. Bhasker
38	R. Anender Reddy	18033024468066	MPCS.	R. Anender Reddy
39	R. Jayalaxmi	18033024457011	MZC-E/M	R. Jayalaxmi
40	C. Bhavani	1803302445524	B.ZC-T/M	C. Bhavani
41	M. Meenakshi	17033024451015	MZC	M. Meenakshi
42	T. Tharun kumar	17033024451031	MZC	T. Tharun kumar
43	V. Narsimhulu	17033024451062	MZC	V. Narsimhulu
44	T. Ragavendra	17033024451030	MZC	T. Ragavendra
45	K. Rajashekar	17033024451016	MZC	K. Rajashekar
46	Lavanya	180330244512004	B.ZC-T/M	Lavanya
47	Varalaxmi	18033024445610	B.ZC-T/M	Varalaxmi
48	Kavitha	18033024445506	B.ZC-T/M	Kavitha
49	Shreetha	1803302445039	B.ZC-T/M	Shreetha
50	B. Navitha	1803302445511	B.ZC-T/M	B. Navitha

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M.A.L.D. Govt. Degree College  
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## Photo Copy of Certificate Course



**M.A.L.D. GOVERNMENT DEGREE COLLEGE - GADWAL**  
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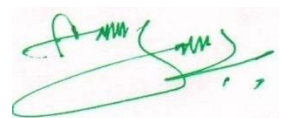
*Course Certificate*

This is certify that Mr. / Mrs. S. Chandra Shekar Rao  
Roll No. 1203-3024-405-055 Studying S. G. Com - Computer has completed  
the Certificate Course in Personality Development & Communication Skills  
conducted by the Department of English M.A.L.D. Government Degree College, Gadwal  
from 21/1/2019 to 21/01/2019

  
Course Co-ordinator

  
Convener

  
Principal



PRINCIPAL  
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