

**GOVT. DEGREE COLLEGE - GAMBHIRAOPET
RAJANNA SIRCILLA DISTRICT**

(2019-2020)

DEPARTMENT OF ENGLISH

**CERTIFICATE COURSE IN
COMMUNICATION SKILLS**

Govt. Degree College; Gambhiraopet

Department of English 1

(2019-2020)

Free Certificate course in Communication Skills

To

Date: 01/8/2019

The Principal,
Govt. Degree College,
Gambhiraopet,
Rayanna Sirilla Dist.

Sir,

Sub:- Permission is requested
for the conduction of Free
Certificate Course in
Communication Skills
for the year 2019-20 - regarding

Permitted

Principal
G.D.C. Gambhiraopet
Dist: Rayanna Sirilla-505304

It is submitted to your kind
notice that the department of English
faculty has come forward to conduct
Free Certificate Course in Communication
Skills for all the students of UG
Courses in order to improve their
Communication Skills



Yours faithfully

Anjanyapalle

(Incharge of the dept.)

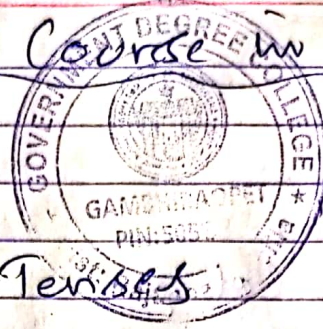
Govt. Degree College: Gambhiraopet.

Department of English

(2019-2020)

Free Certificate Course in Communication Skills

Syllabus:



- 1) Brushing up Tenses
- 2) An overview of Vocabulary items
- 3) Role play
- 4) Dialogue writing / Speaking.
- 5) Seeking information
- 6) Giving information
- 7) Framing formal & Informal sentence.
- 8) Self Introduction
- 9) Conducting JAMS
- 10) Conversation Practice.

Anjaneyulu

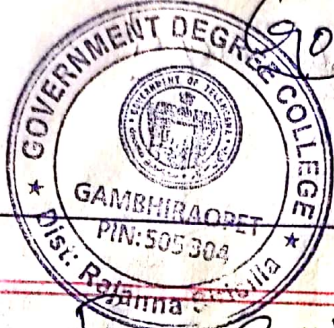
Course Co-ordinator cum

Incharge of the dept

[Signature]
Principal

G.D.C. Gambhiraopet

Dist: Rajanna Sircilla-505304



Govt. Degree College: Gambhirapet

Department of English

(2019-2020)

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Free Certificate Course in Communication Skills

Aims & Objectives

- (1) to develop Spoken Communication Skills.
- (2) to improve written Communication
- (3) to reduce stage fears
- (4) to build up confidence in speaking
- (5) to improve the fluency in speaking
- (6) to develop their Pronunciation
- (7) to improve Accent.
- (8) to develop Conversational Skills
- (9) to develop formal and Informal skills.
- (10) to improve their presentation skills.

Anyany...

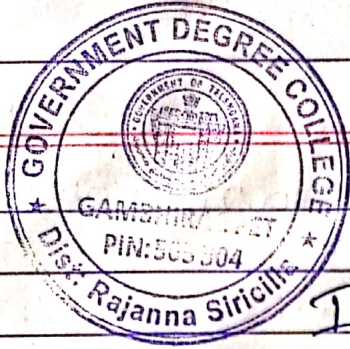
course co-ordinator cum
Incharge of the dept

[Signature]

Prin. cipal
G.D.C. Gambhirapet
Dist: Rajanna Sircilla-505304

Govt: Degree College: Gambhiraopet

Department of English
(2019-2020)



Notice

Date: 02/8/19

It is hereby informed that the Department of English is going to conduct free Certificate Course in Communicative Skills with a holistic intention of developing the communication skills in the students of this college. The certificate begins from 06/08/2019 to 23/09/2019 and 30 hours coaching would be provided.

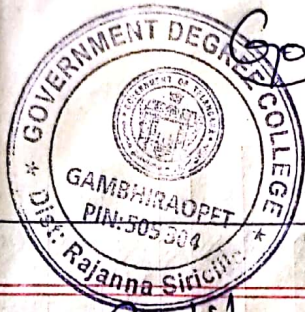
Hence, interested students are informed and instructed to enrol their names in the Department of English.

The Department of English would handle the classes in the zero hours. The course would be continued in 30 hours with an idea to improve English among the students.

Anyamapalli

Course co-ordinator cum
Incharge of the dept

Suresh
Prin. cipal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304



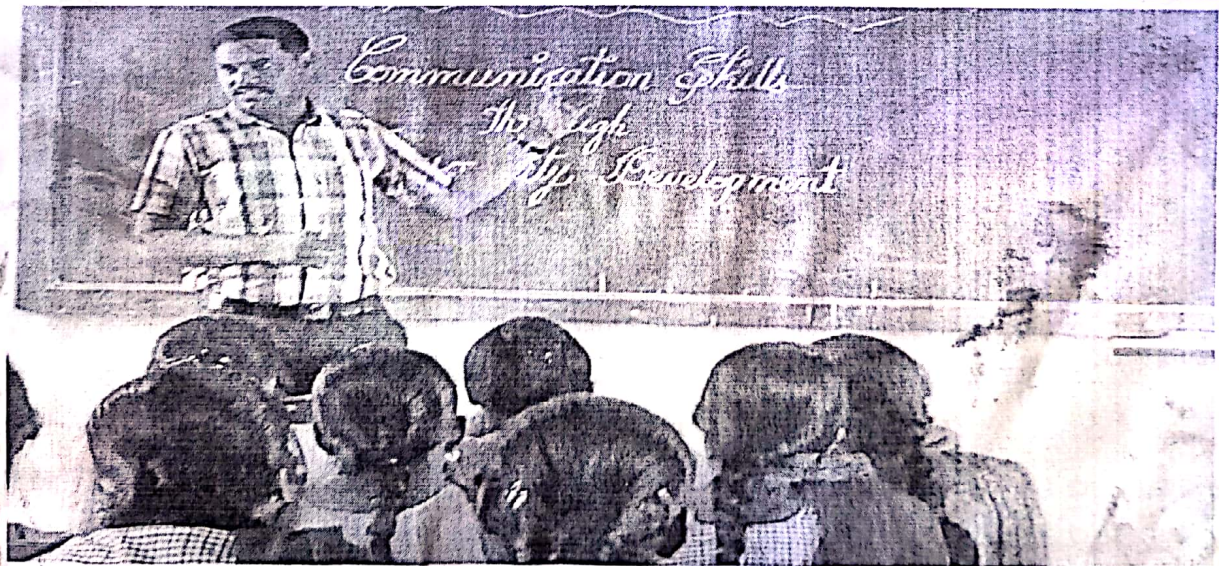
Govt. Degree College: Gambhiraopet
Department of English
(2019-2020)

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Date: 05/8/2019

Certificate Course - Inauguration

The Department of English has come forward to conduct free Certificate Course in Communication Skills. It is on 05/8/2019, the inaugural ceremony is organised. The principal of the college graced the occasion in the capacity of the chairperson. The principal spoke and stressed the importance of communication skills in employment and professional sectors. He advised the students to avail the opportunity of learning easy tips for speaking good English.



Anjirellu

Course co-ordinator cum

Incharge of the dept

Principal

G.D.C. Gambhiraopet

Dist: Rajanna Sircilla-505304

Govt. Rajanna College - Gandhinagar - Dept of English - 2019-2020.
 Final Certificate Course in Communication Skills

S.No.	Adm No.	Name of the student	Course	1	2	3	4	5	6	7
1	1907706640	A. Bhargavi	Bcom	P	P	P	P	P	P	P
2	2003	A. Manvika	"	P	P	P	P	P	P	P
3	2008	D. Manvika	"	P	P	P	P	P	P	P
4	2015	K. Raksh	"	P	P	P	P	P	P	P
5	2016	K. Sagar	"	P	P	P	P	P	P	P
6	2018	M. Naveen	"	P	P	P	P	P	P	P
7	2019	N. Deepthi	"	P	P	P	P	P	P	P
8	2020	O. Kavya	"	P	P	P	P	P	P	P
9	2025	P. Manasa	"	P	P	P	P	P	P	P
10	2024	T. Sindhuja	"	P	P	P	P	P	P	P
11	1907706642	A. Anjali	B.AEM	P	P	P	P	P	P	P
12	9004	B. Kanya	"	P	P	P	P	P	P	P
13	9008	E. Ravi	"	P	P	P	P	P	P	P
14	9010	E. Yamuna	"	P	P	P	P	P	P	P
15	9021	P. Anusha	"	P	P	P	P	P	P	P
16	9025	Yamam Rekha	"	P	P	P	P	P	P	P
17	9504	B. Parvitha	B.A.TM.	P	P	P	P	P	P	P
18	9516	L. Satyanarayana	"	P	P	P	P	P	P	P
19	9521	M. Rani	"	P	P	P	P	P	P	P
20	9527	S. Navitha	"	P	P	P	P	P	P	P
21	1907706644	Ch. Divya	B.Sc(Engg)	P	P	P	P	P	P	P
22	5006	D. Anusha	"	P	P	P	P	P	P	P
23	5009	J. Pavani	"	P	P	P	P	P	P	P
24	5010	K. Pojia	"	P	P	P	P	P	P	P
25	1907706646	B. Akhila	B.Sc(Engg)	P	P	P	P	P	P	P
26	8002	B. Nikitha	"	P	P	P	P	P	P	P
27	8007	G. Shrutika	"	P	P	P	P	P	P	P
28	8008	G. Pravalika	"	P	P	P	P	P	P	P
29	8018	N. Srija	"	P	P	P	P	P	P	P
30	8019	N. Deepthi	"	P	P	P	P	P	P	P

Principal
 G.D.C Gandhinagar
 Dist: Rajanna Sircilla-505304



Govt. Rajanna College - Gandhinagar - Dept of English - 2019-20
 Final Certificate Course in Communication Skills

S.No.	Adm No.	Name of the student	Course	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	1907706640	A. Bhargavi	Bcom	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	2003	A. Manvika	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	2008	D. Manvika	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	2015	K. Raksh	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	2016	K. Sagar	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	2018	M. Naveen	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	2019	N. Deepthi	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	2020	O. Kavya	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	2025	P. Manasa	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	2024	T. Sindhuja	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	1907706642	A. Anjali	B.AEM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	9004	B. Kanya	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	9008	E. Ravi	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	9010	E. Yamuna	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	9021	P. Anusha	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	9025	Yamam Rekha	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	9504	B. Parvitha	B.A.TM.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	9516	L. Satyanarayana	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	9521	M. Rani	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	9527	S. Navitha	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	1907706644	Ch. Divya	B.Sc(Engg)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	5006	D. Anusha	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	5009	J. Pavani	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	5010	K. Pojia	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	1907706646	B. Akhila	B.Sc(Engg)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	8002	B. Nikitha	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	8007	G. Shrutika	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	8008	G. Pravalika	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	8018	N. Srija	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	8019	N. Deepthi	"	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal
 G.D.C Gandhinagar
 Dist: Rajanna Sircilla-505304

Govt. Degree College: Gambhiraopet
(2019-2020)

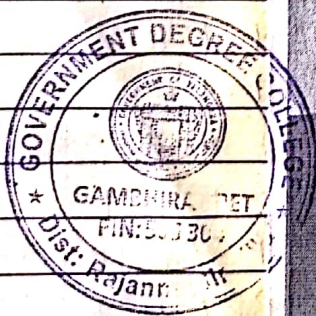
8. "Department of English"

Certificate Course - Valedictory Function

Date: 25/9/2019

The Department of English has conducted Valedictory function for the Certificate course in Communication Skills on 25/9/2019.

It is opined that the Certificate course in Communication Skills is a useful programme. The principal expressed that the conduction of Certificate course by the Department of English is exemplary and model. He also stated this course would extend its benefits to the students community in their future either in their educational sector or in the employment sector.



Anjireddy
course co-ordinator cum
in charge of the dept.

Sundar
Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304

Govt. Degree College: Gambhiraopet
(2019-2020)

Department of English

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Certificate Course in Communication Skills

Outcomes :-

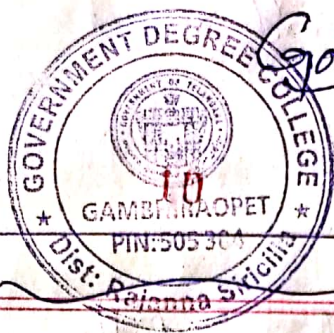
- (1) Students are able to converse in English
- (2) Students belonging to English Medium are able to ask doubts in English.
- (3) Students are found conversing in English.
- (4) It is found that there has been steady increase in the participation of Elocution competitions
- (5) It is noticed that the number of attending English is increased
- (6) It is observed that their sound system is improved.



Anjirepalli

Course co-ordinator cum
Incharge of the dept

Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304



Govt. Degree College: Gambhiraopet
(2019-2020)
Department of English

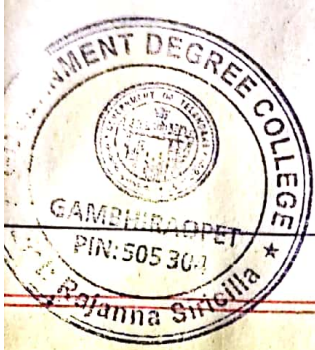
SUMMARY
OF
Certificate COURSE IN
COMMUNICATION SKILLS

- 1) Academic year :- 2019-2020
- 2) No. of Students Attended :- 30 Students
3. No. of Hours Conducted :- 30 Hours
4. Dates of Conduction of Certificate Course } From 06/8/2019 To 23/9/2019
5. Name of the Certificate Course } Certificate course
in Communication Skills

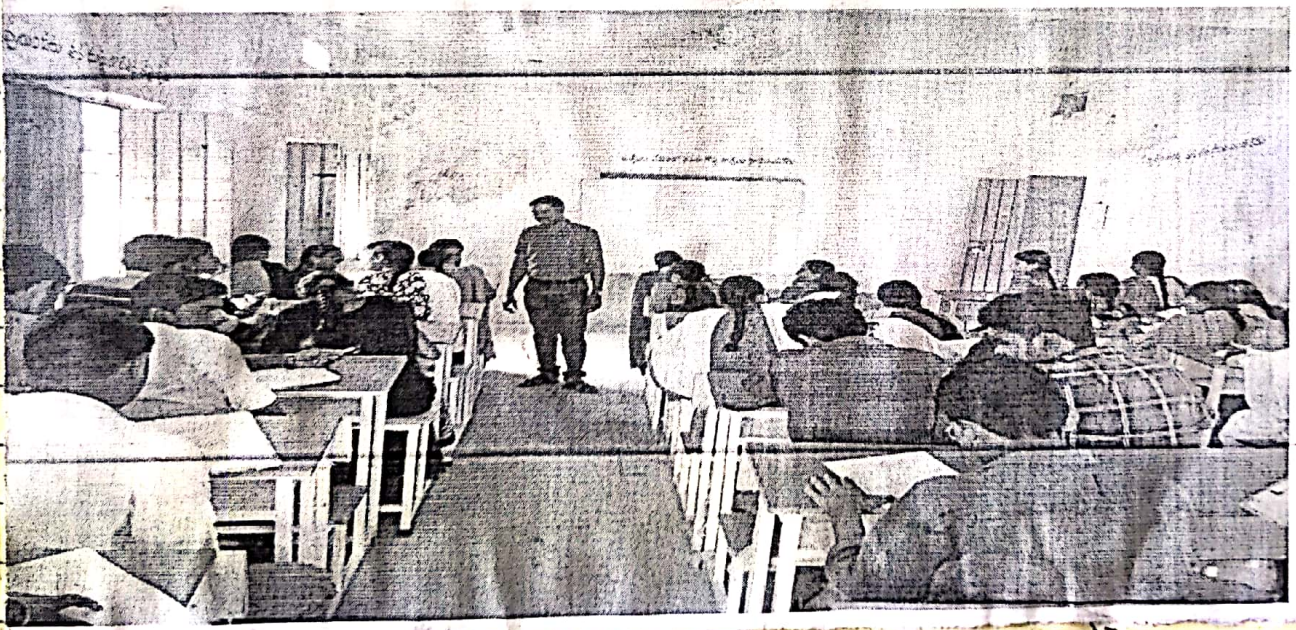
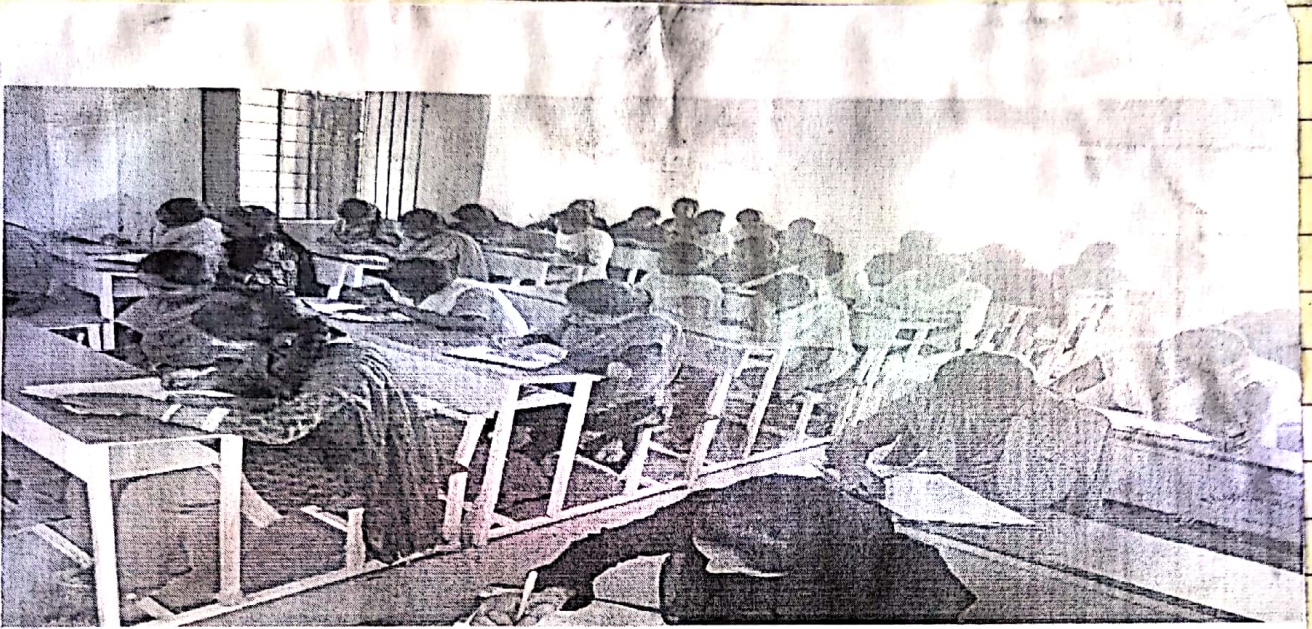


Anyanipelli
Course Co-ordinator cum
Incharge of the dept.

[Signature]
Prin: cipal
G.D.C.Gambhiraopet
Dist:Rajanna Sircilla-505304



Govt. Degree College: Gambhiraopet
(2019-2020)
Department of English. II
Certificate Course in English



Anjanapalle

course co-ordinator cum
Incharge of the dept.

Principal
G.D.C.Gambhiraopet
Dist:Rajanna Sircilla-505304



GOVERNMENT DEGREE COLLEGE

GAMBHIRAO PET, Dist: RajannaSircilla -T.S.



CERTIFICATE

This is to Certify that Mr/Miss.....

B.A./B.Sc./B.Com.....Year bearing the Roll No.....

has successfully Completed the Certificate Course in.....

Organised by Department of.....



Head of the Department

Co-ordinator

Principal



GOVERNMENT DEGREE COLLEGE

GAMBHIRAO PET, Dist: RajannaSircilla -T.S.



CERTIFICATE

This is to Certify that Mr/Miss *G. Shruthi*.....

B.A./B.Sc./B.Com.....MPCS - I.....Year bearing the Roll No. 190 7708646 8007.....

has successfully Completed the Certificate Course in.....*Communication Skills*.....
[06-08 - 2019 to 23-09-2019]

Organised by Department of.....*English*.....



Anjaneyulu

Head of the Department

Anjaneyulu

Co-ordinator

[Signature]
Principal

GOVERNMENT DEGREE COLLEGE - GAMBHIRAOPET
(Affiliated to Satavahana University)

DEPARTMENT OF ENGLISH

Academic Year - 2019-2020

**Students Feed Back Analysis on Certificate Course in
COMMUNICATION SKILLS**

Name of the Lecturer: Y. ANJANEYULU		Subject: ENGLISH					
Sl. No.	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus	8	1	1			10
2	Coverage of Syllabus	5	4	1			10
3	Explanation of the topics	7	3				10
4	Teaching Mehods	3	6		1		10
5	Interaction	7	3				10
6	Doubts Clarification	4	5	1			10
7	Teacher Presentation	9	1				10
8	Generating interest	2	8				10
9	Time Maintenance	8	2				10
10	Overal opinion	4	5	1			10
Remarks of the Principal on Certificate Course		<i>Excellent</i>					


 Principal
Principal
 G.D.C.Gambhiraopet
 Dist:Rajanna Sircilla-505304