

# **NAGARJUNA GOVERNMENT COLLEGE**

**(AUTONOMOUS)**

**NALGONDA , TELANGANA-508001.**



**A CERTIFICATE COURSE**

**ON**

**BASIC COMMUNICATION SKILLS**

**DEPARTMENT OF ENGLISH**

**2020-21**

# NAGARJUNA GOVERNMENT COLLEGE, NALGONDA

(AUTONOMOUS)

(Accredited by NAAC with 'B' Grade)



## DEPARTMENT OF ENGLISH

Date: 15-10-2020

To  
The Principal  
Nagarajuna Government College (A)  
Nalgonda

Sir

Sub: Request for grant permission to introduce a Certificate Course by  
The Department of English for The Academic year 2020-21.- Req.

The Department of English, Nagarjuna Government College (A) Nalgonda wish  
to introduce a Certificate Course on Basic Communication Skills for 30 days from  
09-10-2020 to 03-12-2020.

Hence I request you to kindly grant permission as early as possible.

Thanking you sir

*Permitted.*  
*[Signature]*

*[Signature]*  
Head of the Department  
Department of English  
NAGARJUNA GOVT. COLLEGE  
NALGONDA



**NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA**  
**DEPARTMENT OF ENGLISH**

DATE 09-10-2020

**NOTICE**

All the Students of B.A/ B Sc / B Com/ I/ II/ III year are here by inform that , The Department of English, Nagarajuna Government College (A) Nagonda, is going to Start (One month) a Short term certificate course on “ **Basic Communication skills**” From 15-10-2020

So Interested students can register your names at The Department of English on are before 13-10-2020.

*Permitted*  
*[Handwritten signature]*

*[Handwritten signature]*  
 CO-ORDINATOR

*[Handwritten signature]*  
 Head of the Department  
 Department of English  
 NAGARJUNA GOVT. COLLEGE  
 NALGONDA

*[Handwritten signature]*  
 Principal

*[Handwritten signature]* MPCSE & MPSE  
*[Handwritten signature]* MPSE-A-E

*[Handwritten signature]* B.A EHP -I

*[Handwritten signature]* B.Com(CA) *[Handwritten signature]*

*[Handwritten signature]* BA-II yr

*[Handwritten signature]*

*[Handwritten signature]* MPC/BZC-II T/m

*[Handwritten signature]* B.A. C - II *[Handwritten signature]*

*[Handwritten signature]* BA III year

*[Handwritten signature]* BA-III yr BA EHP E/H

*[Handwritten signature]* B.com (U) Bm *[Handwritten signature]*

*[Handwritten signature]* B.A - II EPP,

*[Handwritten signature]* B.com II<sup>nd</sup> (CA) B.A<sub>3</sub>

*[Handwritten signature]* - B.A-III - HPEML, HPP, HPCA *[Handwritten signature]*

*[Handwritten signature]* B.com-III *[Handwritten signature]*

*[Handwritten signature]* - B.A-I EAP


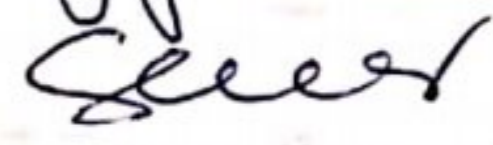
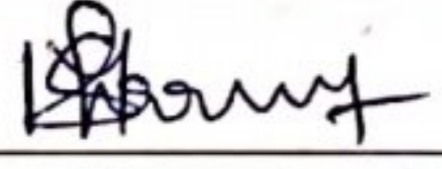
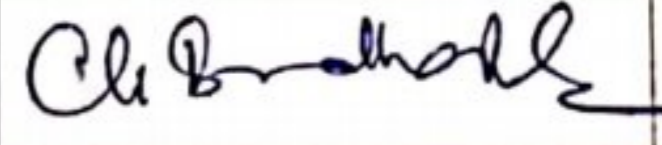
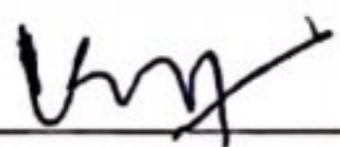

**NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA**  
**DEPARTMENT OF ENGLISH**

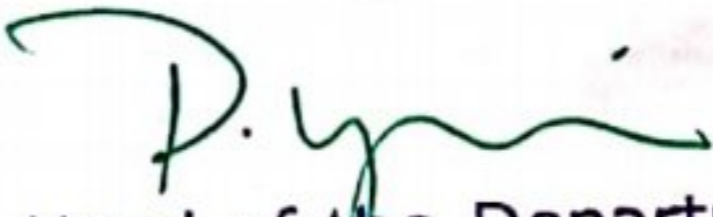
DATE 09-10-2020

**CIRCULAR**

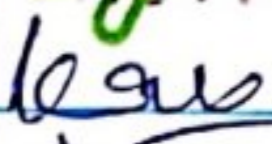

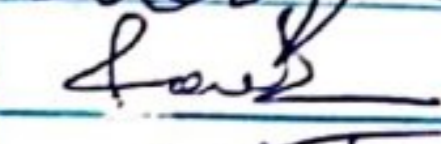
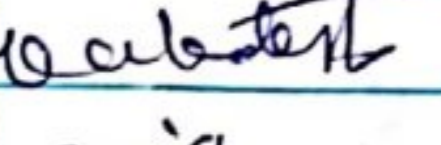
All the faculty members of the Department of English are here by inform that , The Department of English, Nagarajuna Government College (A) Nagonda, is going to Start **(One month)** a Short term certificate course on “ Basic Communication skills” for all BA/ BSc and BCom I, II, III Students From **15-10-2020**

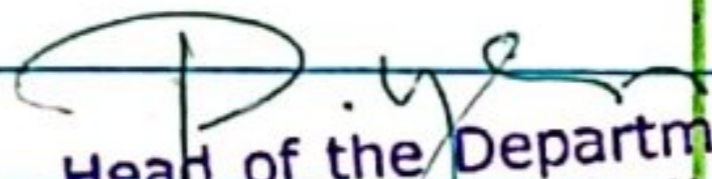
So all are instructed to do allotted works without fail.

S No.	Name of the Lecturer	Alloted work	Signature
1	Dr. D. Jyothsna	Syllabus Design	
2	CH. Shibichakravarty	Question Papers setting	
3	M. Sravanthi	Notice/ Circulars	
4	Ch. sudhakar	Action plan / Modules	
5	N. Venu	Applications, photos	
6	S. Venkataiah	Certificate course - Certificates Preparation	

  
Head of the Department  
Department of English  
NAGARJUNA GOVT. COLLEGE  
NALGONDA

<u>Name of the Student</u>	<u>Group</u>	<u>Roll.No</u>
D. Dharani		18044028467010
G. Sathwik		014
J. Nanya		019
M. Shony		051
P. Ravi		042
B. Mounika	MPC-II em	18044028441008
Pragathi	"	014
G. Pavana	"	037
M. Supriya	"	067
S. Mahesh	"	003
B. Prashanth	B.com-II	18044028401506
G. Mahesh	"	525
M. Shiva	"	537
R. Ravi	"	551
B. Ramya	B.T.BC-II	18044028572004
Ch. Divya	"	008
Ch. Sai prasanna	"	011
G. Yamuna	"	015
G. Kanya	"	018
K. Keerthi	HPE(M)	18044028258020
Shaik Sameer	"	037
Shaik Afroz	"	036
Saniya Hameed	"	035
Ch. Blessy	GECA-II	18044028364010
N. Ramson	"	024
S. Kavitha	"	028
Mamatha	"	034
A. Hemalatha	BZO-II	18044028446501
K. Neeraja	"	523
V. Priyanka	"	552
A.R. Humna	MBC-III	17044028457002
Mazia Fathima	"	023
R. Aruna	BZO-II	17044028445545

S.No	Name of the Student	Group	Roll. no.	Signature
34	N. Krishnaveni	BIBC-III	18044028 572 038	
35	N. Kavya	"	039	N. Kavya
36	R. Bhagya Laxmi	"	050	
37	Fayaz	EPP-III	1804 4028 111 013	
38	P. Venkatesh	"	020	
39	V. Pooja	MPCFM-G	1804 4028 441 112	pooja
40	A. Malleshham	BA HCP-IV	1804 4028 129 058	A malleshham

  
 Head of the Department  
 Department of English  
 NAGARJUNA GOVT. COLLEGE  
 NALGONDA

## CERTIFICATE COURSE


ON

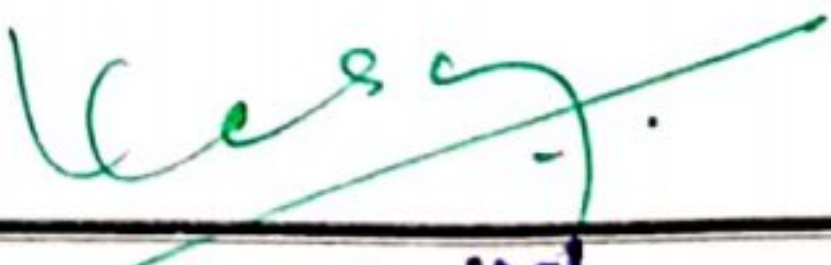
### BASIC COMMUNICATION SKILLS

The Department has introduced One month Certificate Course Basic Communication Skills Final year students to meet the ever expanding gap between employment and education and to enhance their communication skills and employable skills The academic establishments are left with little choice to make a paradigm shift towards equipping the students with employment related skills along with regular educational inputs from the academic year 2020-21. Certificates are provided to the students who qualify the written examination for 50 marks on the basis of merit, with a 60% of minimum attendance. Material will be provided to the students enrolled at the end of the course. The course contents include:

#### ORGANIZING COMMITTEE OF THE CERTIFICATE COURSE

CHAIRMEN	: Sri. K. CHANDRASHEKAR Principal
CONVENER	: Sri. P. VIDYASAGAR Head, Department of English
CO- ORDINATOR	: Sri. CH. SUDHAKAR Lecturer in English
Members	: 1. Dr. D. JYOTHSNA 2. CH. SHIBICAKRAWARTY 3. N. VENU 4. M. SRAVANTHI. 5. S. VENKATAIAH

  
Head of the Department  
Department of English  
NAGARJUNA GOVT. COLLEGE  
NALGONDA

  
Principal,  
Nagarjuna Government College  
NALGONDA - 508 001 (T.S.)

S.No	Name of the Lecturer	Name of the allotted module
1.	Dr. D. Jyothsna	Oral Communication and Organizational skills
2.	Ch Shibichakrawarty	Communication process
3.	N. Venu	Structural and functional Grammar
4.	M. Sravanthi	
5.	Ch. Sudhakar	Basic Communication Skills
6.	S. Venkataiah	Technical Skills for Effective Communication

S.No	Name of the Lecturer	Name of the allotted module Names	No. of Lessons allocated (Hrs.)
1.	Dr. D. Jyothsna	Oral Communication and Organizational skills	05
2.	Ch Shibichakrawarty	Communication process	05
3.	N. Venu	Structural and functional Grammar	06
4.	M. Sravanthi		05
5.	Ch. Sudhakar	Basic Communication Skills	03
6.	S. Venkataiah	Technical Skills for Effective Communication	06



## INDIVIDUAL ALLOCATED SYLLABUS

NAME OF THE LECTURER: **CH. SHIBICHAKRAVARTY**

Name of the Module: **Communication Process**

Hours allotted : **05**

<b>Lesson No. 1</b>	Concept , Nature and Significance of communication Process
<b>Lesson No. 2</b>	Types of Communication
<b>Lesson No. 3</b>	Models of communication
<b>Lesson No. 4</b>	Verbal and Non-Verbal Communications
<b>Lesson No. 5</b>	Barriers to Communication

NAME OF THE LECTURER: **CH. SUDHAKAR**

Name of the Module: **BASIC COMMUNICATION SKILLS**

Hours allotted : **04**

<b>Lesson No. 1</b>	Introduction to Communication Skills : Oral Presentation
<b>Lesson No. 2</b>	Reading , Listening Skills
<b>Lesson No. 3</b>	Writing , speaking skills
<b>Lesson No. 4</b>	Note making and Report Writing skills.

NAME OF THE LECTURER: **S. VENKATAIAH**

Name of the Module: **Technical Skills for Effective Communication**

Hours allotted: **06**

Lesson No. 1	Technical and Scientific Writing / Reporting
Lesson No. 2	Forms of Scientific and Technical writing
Lesson No. 3	Features and style of Technical Writing
Lesson No. 4	Mechanics of style : Abbreviation, ; Footnotes , Indexing and Bibliographic procedures
Lesson No. 5	Prices writing / Abstracting / Summarizing
Lesson No. 6	CV/ Resume writing

NAME OF THE LECTURER: **Dr. D.Jyothsna**

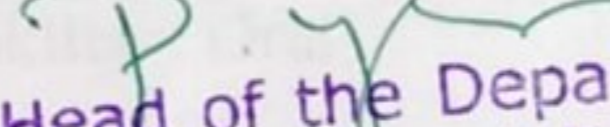
Name of the Module: **Oral Communication and Organizational Skill**

Hours allotted: **04**

Lesson No. 1	Impromptu presentation and extempore
Lesson No. 2	Individual / group presentation ; Group Discussions
Lesson No. 3	Organizing seminar and Conferences
Lesson No. 4	Public Speaking

## ACTION PLAN

S.No	Name of the Lecturer	Name of the allotted module Names	Allocated Dates
1.	Dr. D. Jyothsna	Oral Communication and Organizational skills	19-10-2020 to 27-10-2020 ( 05 Days)
2.	Ch Shibichakrawarty	Communication process	02-11-2020 to 09-11-2020 (05 Days)
3.	N. Venu	Structural and functional Grammar	10-11-2020 to 24-11-2020 (11 Days)
4.	M. Sravanthi		
5.	Ch. Sudhakar	Basic Communication Skills	25-11-2020 to 02-12-2020 (4 Days )
6.	S. Venkataiah	Technical Skills for Effective Communication	03-12-2020 to 09-12-2020 (05 Days)

  
 Head of the Department  
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NAME OF THE LECTURER: N, VENU

Name of the Module: Structural and Functional Grammar

Hours allotted: 06

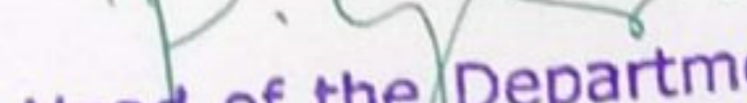
Lesson No. 1	Sentence structure
Lesson No. 2	Modifiers, Connecting words and Verbal ; phrases and clauses
Lesson No. 3	Case : Subjective case , Possessive case and objective case
Lesson No. 4	Correct usage of Nouns,
Lesson No. 5	Correct usage of Pronouns and Antecedents
Lesson No. 6	Correct usage of Adjectives

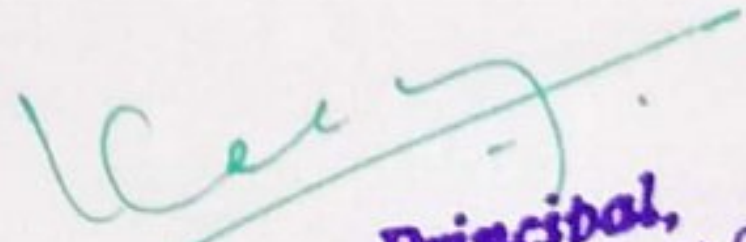
NAME OF THE LECTURER: M. SRAVANTHI

Name of the Module: Structural and Functional Grammar

Hours allotted: 05

Lesson No. 1	Correct usage of Adverbs
Lesson No. 2	Correct usage of Articles
Lesson No. 3	Agreement of verb with the Subject: Tense , mood , voice
Lesson No. 4	Effective Sentences
Lesson No. 5	Basic Sentence faults

  
Head of the Department  
Department of English  
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Principal,  
Nagarjuna Government College  
NALGONDA - 508 001 (T.S.)

NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA  
 DEPARTMENT OF ENGLISH  
 CERTIFICATE COURSE

STUDENTS ATTENDANCE SHEET

No	Name of the student	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	27	28	29	30
1	D. Bhasani	P	P	P	P	A	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	Gr. Sathwik	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	
3	J. Navya	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	
4	M. Shobhy	A	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	
5	P. Ravi	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	
6	B. Mounika	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	
7	Paragathi	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	P	P	P	
8	Gr. Pavani	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	
9	M. Supriya	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	
10	S. Mahesh	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	
11	B. Prashanth	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	
12	Gr. Mahesh	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	
13	M. Shiva	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	
14	R. Ravi	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	
15	B. Ramya	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	
16	Ch. Divya	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	
17	Ch. Sai Prasanna	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	
18	Gr. Yamuna	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	
19	Gr. Kavya	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	
20	K. Keerthi	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	
21	Shank Sameer	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	
22	Chaik Afroz	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	
23	Sanig Hameed	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	
24	Ch. Blessy	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	P	P	P	
25	N. Ramson	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	

NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE

STUDENTS ATTENDANCE SHEET

Name of the student	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	27	28	29	30
26 S. Kavitha	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
27 Mamatha	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
28 A. Hemalatha	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
29 K. Neeraja	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
30 V. Priyanka	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
31 A.R. Humna	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
32 Mazia Fathima	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
33 R. Aruna	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
34 N. Krishnaveni	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
35 N. Kavya	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
36 R. Bhargya Laxmi	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
37 Fayaz	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
38 P. Venkatesh	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
39 V. Pojja	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
40 A. Malleshham	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
41 B. Harsha vardhan	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
42																														
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Head of the Department  
Department of English  
NAGARJUNA GOVT. COLLEGE  
NALGONDA



# NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA

(Affiliated to Mahatma Gandhi University, Nalgonda)

## CERTIFICATE

This is to certify that Mr./Mrs D. Dharami  
of B.A / B.Com / B.Sc Roll No. 18044028467010  
has successfully completed A Short Term Certificate Course on  
" **Basic Communication Skills** " organised by the Department of  
English, Nagarjuna Government College (A) Nalgonda, Telangana State  
from 15-10-2020 to 09-12-2020

Date : 09.12.2020.

C. S. S. S.  
Co-ordinator

P. P. P.  
Convener

K. K. K.  
Principal