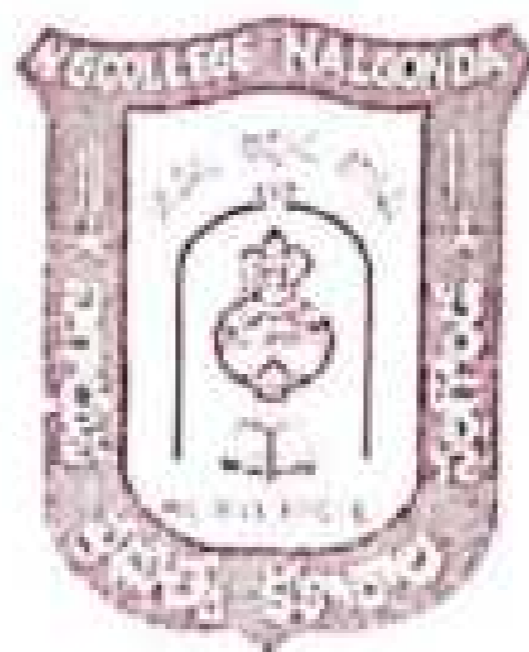


NAGARJUNA GOVERNMENT COLLEGE

(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
9-10-2020 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
1000

Abdullah
 CO-ORDINATOR

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

K. Srinivas
 Principal

any MPC5 & MPC5
and MPC5-2

Aravind B.A EHP - I

B. Com (CA) 1st yr

Sanku BA - II yr

Amr

N. Srinivas M.P.C / B.Z.C - II Yr

B.A. C - II Yr

Srinivas B.A III year

Srinivas B.A - III yr BA EHP 1/2

B. Com (C) Em N. Srinivas

Srinivas B.A - II EHP,

B. Com IInd (CA) B.A 3

Srinivas - B.A - III - HPEML, HPP, HPCA 1st yr
 - B.A - I EHP B. Com - III yr




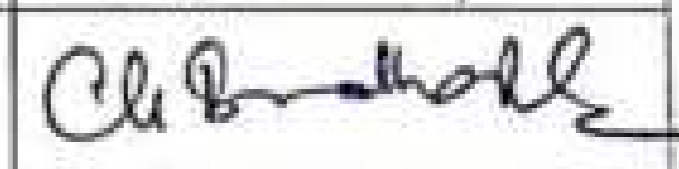


NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA
DEPARTMENT OF ENGLISH


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. Dhasani		18044028467010
G. Sathwik		014
J. Navya		019
M. Shony		051
P. Ravi		042
B. Mounika	MPC-II sem	18044028441008
Prayathi	"	014
G. Pavani	"	037
M. Supriya	"	067
S. Mahesh	"	103
B. Prashanth	B.com-II	18044028401506
G. Mahesh	"	525
M. Shiva	"	537
R. Ravi	"	551
B. Ramya	B.TBC-II	18044028572004
Ch. Divya	"	008
Ch. Sai prasanna	"	011
G. Yamuna	"	015
G. Kanya	"	018
K. Keerthi	HPE(MYS)	18044028258020
Shaik Sameer	"	037
Shaik Afroz	"	036
Saniya Hameed	"	035
Ch. Blessy	GECA-II	18044028364016
N. Ramson	"	024
S. Kavitha	"	028
Mamatha	"	034
A. Hemalatha	BZO-II	18044028446501
K. Neeraja	"	523
V. Priyanka	"	557
A.R. Humna	MZC-III	17044028457002
Mazia Fathima	"	022
R. Aruna	BZO-II	17044028445545

S.No	Name of the Student	Group	Roll. no.	Signature
34	N. Krishnaveni	B.T.B.C-III	18044028 572 038	krish
35	N. Kavya	"	039	N. Kavya
36	R. Bhagyaa Laxmi	"	050	R. Bhagyaa
37	Fayaz	C.P.P.-III	1804 4028 111 013	Fayaz
38	P. Venkatesh	"	020	P. Venkatesh
39	V. Pooja	M.P.C.E.H.-II	1804 4028 441 112	pooja
40	A. Malleshham	BA H.C.P.-II	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. JYOTISNA 2. CH. SHIBICAKRAWARTY 3. N. VENU 4. M. SRAVANTHI, 5. S. VENKATAIAH


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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**

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

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

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

Hours allotted : **04**

Lesson No. 1	Introduction to Communication Skills : Oral Presentation
Lesson No. 2	Reading , Listening Skills
Lesson No. 3	Writing , speaking skills
Lesson No. 4	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)


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NAGARJUNA GOVT. COLLEGE
NALGONDA

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


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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. Bhaskari	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	G. Sathwikha	P	P	P	P	P	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. Meenika	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	P. Pragathi	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	G. Rakshi	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	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	
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. Prabhath	P	P	P	P	P	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	G. 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	A	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	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	
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 Prasad	P	P	P	P	P	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	G. 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	G. Kavya	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	
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	Shah Samir	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	Shah Afroz	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	
23	Sania 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	A	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	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	
30 V. Priyanka	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	
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 Masia 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. Anura	P	P	P	P	P	P	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	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	
35 N. Kavys	P	P	P	P	P	P	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	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	
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. Praja	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	
40 A. Mallekhan	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	
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	
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50																															

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

1. Dr. Rudhara -
2. N. Venk
3. S. Venkatesh
4. Dr. Shashi Chakravarthy
5. M. Brahmam



NAGARJUNA GOVERNMENT COLLEGE (A) NALGONDA

(Affiliated to Mahatma Gandhi University, Nalgonda)

CERTIFICATE

This is to certify that Mr./Mrs D. Dharani
of B.A / B.Com / B.Sc Roll No. 180114028467010
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.


Co-ordinator


Convener


Principal