



**GOVERNMENT DEGREE COLLEGE
BHADRACHALAM-507111. BHADRADRI KOTHAGUDEM DIST**



DEPARTMENT OF ENGLISH

**SYLLABUS FOR
CERTIFICATE COURSE IN
COMMUNICATIVE ENGLISH**

2016-17

**DESIGNED BY
DR. B. SRINIVAS
ASST PROF OF ENGLISH**

Place: Bhadrachalam

Date: 20-01-2017



From
The Incharge
Department of ENGLISH
Govt. Degree College
Bhadrachalam.

To
The Principal
Govt. Degree College
Bhadrachalam.

Sir,

Sub: Department of ENGLISH. Conduct of Certificate Course In
COMMUNICATIVE ENGLISH for 40 days.

For academic year 2016-2017. Permission requested -Reg.

With reference to the Subject, I hereby Submit to your kind self that the Department of English is planning to conduct a 40 days certificate Course in COMMUNICATIVE ENGLISH for the students of II year IV sem students of B.A , B.Com, B.sc Course. This Course aims at improving communication skills among the students. Hence, I request you to kindly permit the department to conduct the said course with effect from 23 -01-2017.

Thanking you sir.

Yours Faithfully,

D. Bangari
(D. BANGARI)


Principal
Govt. Degree College,
Bhadrachalam-507 111,
Bhadrachalam Dist.




NOTICE

Bhadrachalam
20-01-2017

Students it is to inform you that Department of ENGLISH is organizing certificate course for 30 students for 40 days i.e., from 23-01-17 to 10/02/2017 for IIIrd year students. The course is in Communicative English. Timings for the course is from 4.30pm To 5.30pm. Interested students are invite to register your names for the course in the department.

Department of English,

B. Srinivas.


Principal
Govt. Degree College
Bhadrachalam-507 111,
Bhadrachalam Kothagudem Dist.

Certificate Course in Communicative English

Objectives:

1. Describe aspects of personal and everyday life in both oral and written form
2. Produce short and simple connected texts on familiar topics
3. Demonstrate some control of essential grammatical structures with occasional inconsistencies.

Learning Outcomes:

By the end of the course, the students will be able to:

1. Understand and extract the essential information from a written or spoken text on a familiar topic
2. Perform a variety of social functions including greetings, introductions and farewells, making and responding to requests, suggestions, invitations and apologies, conducting simple transactions in shops and offices, asking for and giving directions, etc.
3. Describe people, places, likes and dislikes and daily routines in a series of simple phrases and sentences.
4. Construct short and simple descriptive paragraphs about people, places and events.
5. Write a clear topic sentence for a paragraph.
6. Understand and perform the structure and rationale of descriptive, narrative, expository and argumentative writing.

**GOVERNMENT DEGREE COLLEGE : : BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT**

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH-2016-17

COURSE CONTENTS

SL.NO.	CONTENT	NO.OF HOURS REQUIRED
01	CONVERSATIONAL SKILLS – SELF INTRODUCTION	02
02	CONVERSATIONAL SKILLS – INTRODUCING OTHERS	01
03	CONVERSATIONAL SKILLS – SEEKING PERMISSIONS	01
04	CONVERSATIONAL SKILLS – POLITE REQUESTS	02
05	CONVERSATIONAL SKILLS – MAKING ENQUIRIES	01
06	CONVERSATIONAL SKILLS – CONVEYING WISHES	02
07	CONVERSATIONAL SKILLS – ACCEPTING/DECLINING REQUESTS	02
08	CONVERSATIONAL SKILLS – ASKING QUESTIONS	03
09	CONVERSATIONAL SKILLS – RESPONDING TO QUESTIONS	02
10	CONVERSATIONAL SKILLS – GREETINGS	01
11	CONVERSATIONAL SKILLS – AGREEING/DISAGREEING	01
12	NARRATING SKILLS -NARRATING PRESENT EVENTS	02
13	NARRATING SKILLS – NARRATING PAST EVENTS	02
14	NARRATING SKILLS -NARRATING FUTURE EVENTS	02
15	REPORTING SKILLS – REPORTING AN INCIDENT	02
16	PRESENTATION SKILLS	03
17	FACING THE INTERVIEW	02
18	PARTICIPATING IN GROUP DISCUSSIONS	03
19	ROLE PLAYS	03
20	PUBLIC SPEECH	03
	TOTAL HOURS	40


Principal
PRINCIPAL
Govt. Degree College
Bhadrachalam-50,
Bhadradi Kothagudem Dist.

COURSE CO-ORDINATOR/DESIGNER



ATTENDANCE REGISTER OF.....

ROLL NO.		NAME OF THE STUDENT	MONTH
			DATE
			INITIAL OF LECTURER
			NO. OF LECTURES
1	033153001	Arem Jamuna	
2	3003	CH. Rajeswari	
3	3005	chintka. Ravinder	
4	083171111	CH. Mounika	
5	1107	B. Madhu	
6	033153029	Madivi Vinod Kumay	
7	3024	Marman padma	
8	3028	Nupa. Nagamani	
9	3031	Payala. Aruna	
10	033172208	G. Anusha	
11	2211	G. Veera Venkat	
12	2224	SK. Jareena	
13	1105	B. Bhanu	
14	033153016	matta kavitha	
15	3017	Kovvala mounika	
16	3020	Madakam sammakka	
17	3022	Madivi vinod kumay	
18	3025	Matcha. Sindhu	
19	033171108	B. Kalyani	
20	1113	CH. SriKanth	
21	1115	E. narayana	
22	1122	K. Janaki Ram	
23	033153029	Padigela. Nagadevi	
24	3032	Payam. Aswani	
25	3035	Penuballi. varalaxmi	
26	3036	Potla Bhadraram	
27	033171126	K. John	
28	033152418	Madivi. Vasu	
29	2421	Nupa. Venkatesh	
30	2430	soyam. Ashok	
31			
32			

Feb-2017										March-2017																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
23	24	25	27	28	01	02	03	04	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14

S.NO	HT. NO	STUDENT NAME	SIGNATURE OF STUDENT
14	033153026	Matta Kavitha	M. Kavitha
15	3017	Kovvala Mounika	K. Mounika.
16	3020	Madakam Sammakka	M. Sammakka
17	3022	Madivi Vinod kumar	M. Vinod kumar
18	3025	Matcha. Sindhu	M. Sindhu.
19	033171108	B. Kalyani	B. Kalyani.
20	1113	Ch. Srikanth	Ch. Srikanth
21	1115	E. Narayana	E. Narayana.
22	1122	K. Janaki Ram	K. Janaki Ram
23	033153029	Padigela Nagadevi	P. Nagadevi
24	3032	Payam Aswani	P. Aswani
25	3035	Penuballi varalakshmi	P. Varalakshmi
26	3036	Potla Bhadrans	P. Bhadrans
27	033171126	K. John	K. John
28	033152418	Madivi Vasu	M. Vasu
29	2421	Nupa Venkatesh	N. Venkatesh.
30	2430	Soyam Ashok	S. Ashok



GOVERNMENT DEGREE COLLEGE
BHADRACHALAM-507111.BHADRADRI KOTHAGUDEM DIST



DEPARTMENT OF ENGLISH

SYLLABUS FOR

CERTIFICATE COURSE IN

COMMUNICATIVE ENGLISH

2017-18

DESIGNED BY
SRI.D.BANGARI
ASST PROF OF ENGLISH



From
The Incharge
Department of ENGLISH
Govt. Degree College
Bhadrachalam.

Place: Bhadrachalam

Date: 08/08/2017

To
The Principal
Govt. Degree College
Bhadrachalam.

Sir,

Sub: Department of ENGLISH. Conduct of Certificate Course In
COMMUNICATIVE ENGLISH for 40 days.


For academic year 2017-2018. Permission requested -Reg.

With reference to the Subject, I hereby Submit to your kind self that the Department of English is planning to conduct a 40 days certificate Course in COMMUNICATIVE ENGLISH for the students of II year IV sem students of B.A , B.Com, B.sc Course. This Course aims at improving communication skills among the students. Hence, I request you to kindly permit the department to conduct the said course with effect from 16-08-2017.

Thanking you sir.

Yours Faithfully,

D. Bhargavi
(D. Bhargavi)



Principal
Govt. Degree College,
Bhadrachalam-507 111,
Bhadrachalam, Kothagudem Dist.



NOTICE

Bhadrachalam,
08/08/2017

it is to inform you that Department of ENGLISH is organizing certificate course for 45 students for 40 days i.e., from 16/08/17 to _____ for 3rd year students. The course is in COMMUNICATIVE ENGLISH. Timings for the course is from 4-00pm To 5-00pm. Interested students are invite to register your names for the course in the department.


Principal,
Govt. Degree College
Bhadrachalam-507 111,
Bhadrachalam Kothagudem Dist.

Department of English,
D. Bangari
(D. Bangari).

Certificate Course in Communicative English

Objectives:

1. Describe aspects of personal and everyday life in both oral and written form
2. Produce short and simple connected texts on familiar topics
3. Demonstrate some control of essential grammatical structures with occasional inconsistencies.

Learning Outcomes:

By the end of the course, the students will be able to:

1. Understand and extract the essential information from a written or spoken text on a familiar topic
2. Perform a variety of social functions including greetings, introductions and farewells, making and responding to requests, suggestions, invitations and apologies, conducting simple transactions in shops and offices, asking for and giving directions, etc.
3. Describe people, places, likes and dislikes and daily routines in a series of simple phrases and sentences.
4. Construct short and simple descriptive paragraphs about people, places and events.
5. Write a clear topic sentence for a paragraph.
6. Understand and perform the structure and rationale of descriptive, narrative, expository and argumentative writing.

S.NO	H.T.No	STUDENT NAME	SIGNATURE OF STUDENT
31	03316 3402	A. Harish	A. Harish
32	3408	Duppadi Raju	D. Raju
33	3410	Ekanath Sagar	E. Sagar
34	3416	K. Mamatha	K. Mamatha
35	3418	K. Pravalika	K. Pravalika
36	3428	Puzella Anil	P. Anil
37	03316 4003	Dannuri M. K. Suman Kumar	D. M. K. Suman
38	4004	G. Komali Devi	G. Komaladevi
39	4008	Jadi Vijay Baby	J. Vijay baby
40	4016	Mekala Supriya	M. Supriya
41	4018	palnati Narmada	P. Narmada
42	03316 4102	Cheemala Vireesha	C. Vireesha
43	4104	Komaram Nagaraju	K. Nagaraju
44	4106	Pusam Sireesha	P. Sireesha
45	4108	Suzapalli Naveen	S. Naveen

P. Bangaru
Sign of Lecturer

Sign of Head of Department

Sign of Principal

Govt. Degree Co.
Bhadrahalam-507
Bhadra Kothagudem Dist.



GOVERNMENT DEGREE COLLEGE
BHADRACHALAM-507111. BHADRADRI KOTHAGUDEM DIST



DEPARTMENT OF ENGLISH

SYLLABUS FOR

CERTIFICATE COURSE IN

COMMUNICATIVE ENGLISH

2018-19

DESIGNED BY
SRI.B.GOPALAH
LECTURER IN ENGLISH

Place: Bhadrachalam

Date: 18/01/2019



From
The Incharge
Department of ENGLISH
Govt. Degree College
Bhadrachalam.

To
The Principal
Govt. Degree College
Bhadrachalam.

Sir,

Sub: Department of ENGLISH. Conduct of Certificate Course In
COMMUNICATIVE ENGLISH for 40 days.

For academic year 2018-2019. Permission requested -Reg.

With reference to the Subject, I hereby Submit to your kind self that the Department of English is planning to conduct a 40 days certificate Course in COMMUNICATIVE ENGLISH for the students of II year IV sem students of B.A , B.Com, B.sc Course. This Course aims at improving communication skills among the students. Hence, I request you to kindly permit the department to conduct the said course with effect from 21-01-2019.

Thanking you sir.

Yours Faithfully,

B. Gopaiyah
(B. Gopaiyah)

permitted
10/1
Principal
Govt. Degree College
Bhadrachalam-507 111,
Bhadrachalam District



NOTICE

Bhadra chalam
18 Jan 2019

It is to inform you that Department of ENGLISH is organizing certificate course for 3rd year students for 40 days i.e., from 21-01-2019 to 08-03-2019 for 3rd year students. The course is in COMMUNICATIVE ENGLISH. Timings for the course is from 4.00PM to 5.00PM 21-01-2019 to 08-03-2019. Interested students are invite to register your names for the course in the department.

Department of English

B. Anuraj

B. Gopalak.

18/1/19

Certificate Course in
Communicative English

(Course Structure & Syllabus)

BY DEPARTMENT OF ENGLISH

GOVT DEGREE COLLEGE, BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT
TELANGANA STATE

Certificate Course in Communicative English

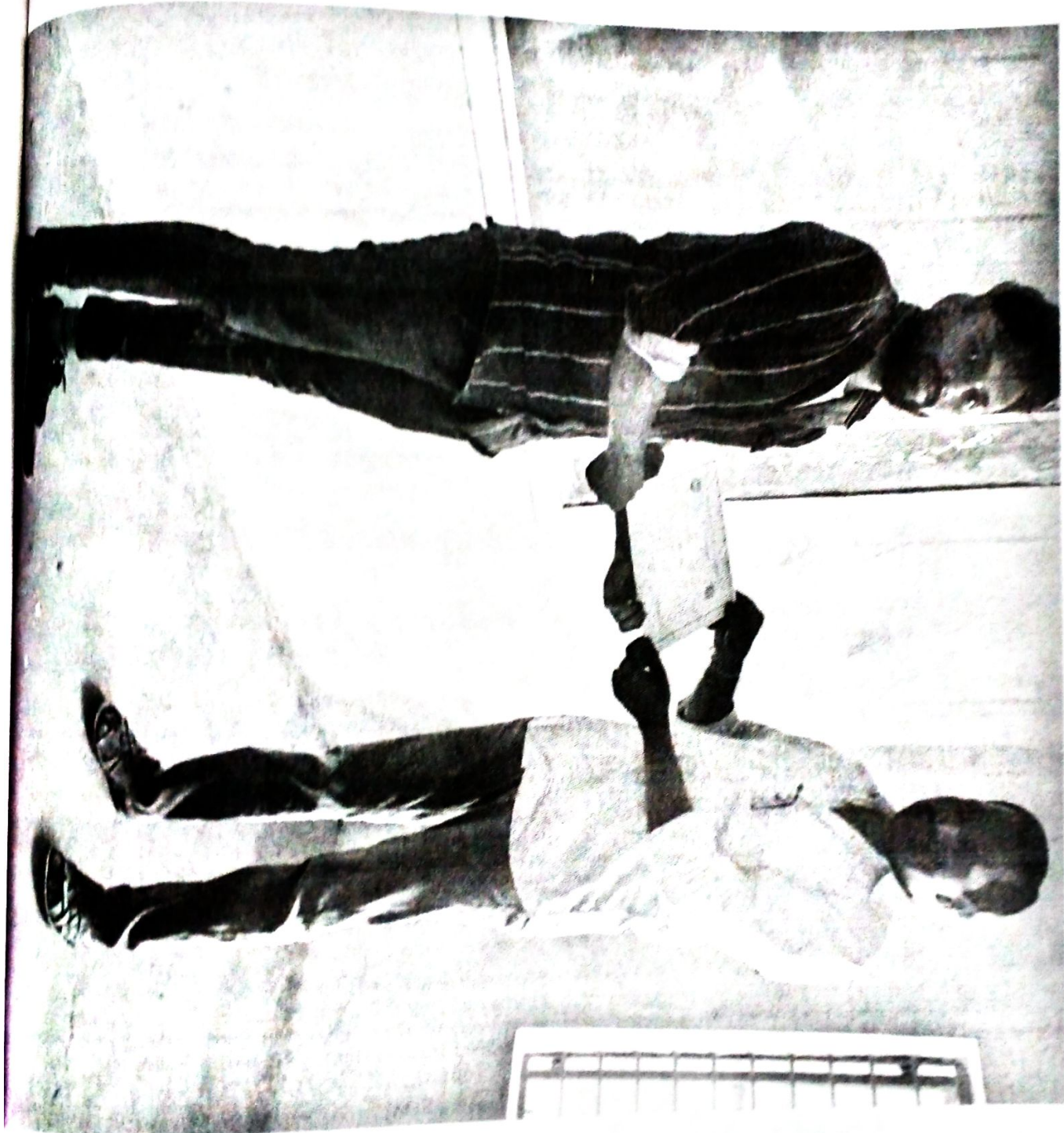
Objectives:

1. Describe aspects of personal and everyday life in both oral and written form
2. Produce short and simple connected texts on familiar topics
3. Demonstrate some control of essential grammatical structures with occasional inconsistencies.

Learning Outcomes:

By the end of the course, the students will be able to:

1. Understand and extract the essential information from a written or spoken text on a familiar topic
2. Perform a variety of social functions including greetings, introductions and farewells, making and responding to requests, suggestions, invitations and apologies, conducting simple transactions in shops and offices, asking for and giving directions, etc.
3. Describe people, places, likes and dislikes and daily routines in a series of simple phrases and sentences.
4. Construct short and simple descriptive paragraphs about people, places and events.
5. Write a clear topic sentence for a paragraph.
6. Understand and perform the structure and rationale of descriptive, narrative, expository and argumentative writing.



GOVT DEGREE COLLEGE
BHADRACHALAM TELANGANA
STUDENT ATTENDANCE REPORT



Certificate College 2018-19
Attendance (5)

PLACE:-
DATE:-

S.NO	STUDENT NAME	SIGNATURE OF STUDENT
01	Dara Naga Jyothi 033 17 409	D. naga Jyothi
02	Dhoppalapudi Jyothi	D. Jyothi
03	Garji Venkata Ramana	G. Venkat Ramana
04	Kadiyam Sahithi	K. Sahithi
05	Karoshi Chaitanya	K. Chaitanya
06	Koosa Srinu	K. Srinu
07	Kothapalli Sandeep	K. Sandeep
08	Madakam Ranya	M. Ranya
09	Madivi Mounika	M. Mounika
10	Mahmmad Sharmila	M. Sharmila
11	Mallela Anjaneyulu	M. Anjaneyulu
12	Addanki Krishna Bhargav	A. Krishna Bhargav
13	Akkala Sai Mounika	A. Sai Mounika



S.NO	STUDENT NAME	SIGNATURE OF STUDENT
31	Sri Latha	A. Sri Latha
32	Sagarika	A. Sagarika
33	Chelikani Siva Kumar	Ch. Siva Kumar
34	Ella Raj Kumar	E. Raj Kumar
35	Gandi Suneetha Rani	G. Suneetha Rani
36	Katla Vanitha	K. Vanitha
37	Kondala Emmanuel	K. Emmanuel
38	Kunja Pooja	K. Pooja
39	Manda Prasanth	M. Prasanth
40	Payam Jaya	P. Jaya
41	Repaka Rekha	R. Rekha
42	Yenika Srinu	Y. Srinu
43	Bathula Uma	B. Uma
44	Chintha Sindhu	Ch. Sindhu
45	Esam Vamsi	E. Vamsi
46	Jetti Vishnu	J. Vishnu
47	Kalluri Bhavani	K. Bhavani
48	Komaram Ranjith	K. Ranjith
49	Madakam Saritha	M. Saritha
50	Medi Swarupa Rani	M. Swarupa Rani

Sign of Lecturer

Sign of Head of Department

Sign of Principal

Principal
Govt. Degree College
Bhadrachalam-507111
Bhadrachalam College



GOVERNMENT DEGREE COLLEGE

BHADRACHALAM

BHADRADRI KOTHAGUDEM., TELANGANA STATE

NAAC-B⁺



DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Mr. /Miss.....of class.....was trained in

S/o/ D/o.....in “COMMUNICATIVE ENGLISH” in Govt. Degree & P.G College, Bhadrachalam
from.....to.....

COURSE
ORGANISER

DEPARTMENT
IN-CHARGE

PRINCIPAL



GOVERNMENT DEGREE COLLEGE
BHADRACHALAM-507111. BHADRADRI KOTHAGUDEM DIST



DEPARTMENT OF ENGLISH

SYLLABUS FOR

CERTIFICATE COURSE IN

COMMUNICATIVE ENGLISH

2019-20

DESIGNED BY
SRI.D.REDDIAH
ASST PROF OF ENGLISH

Place: Bhadrachalam

Date: 05-08-2019



From
The Incharge
Department of ENGLISH
Govt. Degree College
Bhadrachalam.

To
The Principal
Govt. Degree College
Bhadrachalam.

Sir,

Sub: Department of ENGLISH. Conduct of Certificate Course In
COMMUNICATIVE ENGLISH for 40 days.

For academic year 2019-2020. Permission requested -Reg.

With reference to the Subject, I hereby Submit to your kind self that the Department of English is planning to conduct a 40 days certificate Course COMMUNICATIVE ENGLISH for the students of II year IV sem students of B.A, B.Com, B.sc, Course. This Course aims at improving communication skills among the students. Hence, I request you to kindly permit the department to conduct the said course with effect from 10-08-2019

Thanking you sir.

permitted
by
Principal
Govt. Degree College,
Bhadrachalam-507 111,
Bhadrachalam Dist.

Yours Faithfully,

B. Gopaliah
B-Gopaliah
(B. Gopaliah)

NOTICE


Bhadrachalam

05 Aug 2019

Students it is to inform you that Department of ENGLISH is organizing certificate course for 50 students for 40 days i.e., from 10.08.19 to 25.09-19 for 3rd year students. The course is in COMMUNICATIVE ENGLISH. Timings for the course is from 4-00 pm To 5-00 pm. Interested students are invite to register your names for the course in the department.

Department of English

B. Anand
(B. Gopiah.)


5/8/19
Principal
Govt. Degree Coll.
Bhadrachalam-607
Bhadraji Matha Gudem Dist.

Certificate Course in
Communicative English

(Course Structure & Syllabus)

BY DEPARTMENT OF ENGLISH

GOVT DEGREE COLLEGE, BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT
TELANGANA STATE

Certificate Course in Communicative English

Objectives:

1. Describe aspects of personal and everyday life in both oral and written form
2. Produce short and simple connected texts on familiar topics
3. Demonstrate some control of essential grammatical structures with occasional inconsistencies.

Learning Outcomes:

By the end of the course, the students will be able to:

1. Understand and extract the essential information from a written or spoken text on a familiar topic
2. Perform a variety of social functions including greetings, introductions and farewells, making and responding to requests, suggestions, invitations and apologies, conducting simple transactions in shops and offices, asking for and giving directions, etc.
3. Describe people, places, likes and dislikes and daily routines in a series of simple phrases and sentences.
4. Construct short and simple descriptive paragraphs about people, places and events.
5. Write a clear topic sentence for a paragraph.
6. Understand and perform the structure and rationale of descriptive, narrative, expository and argumentative writing.

**GOVERNMENT DEGREE COLLEGE :: BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT**

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH-2019-20

COURSE CONTENTS

SL.NO.	CONTENT	NO.OF HOURS REQUIRED
01	CONVERSATIONAL SKILLS – SELF INTRODUCTION	02
02	CONVERSATIONAL SKILLS – INTRODUCING OTHERS	01
03	CONVERSATIONAL SKILLS – SEEKING PERMISSIONS	01
04	CONVERSATIONAL SKILLS – POLITE REQUESTS	02
05	CONVERSATIONAL SKILLS – MAKING ENQUIRIES	01
06	CONVERSATIONAL SKILLS – CONVEYING WISHES	02
07	CONVERSATIONAL SKILLS – ACCEPTING/DECLINING REQUESTS	02
08	CONVERSATIONAL SKILLS – ASKING QUESTIONS	03
09	CONVERSATIONAL SKILLS – RESPONDING TO QUESTIONS	02
10	CONVERSATIONAL SKILLS – GREETINGS	01
11	CONVERSATIONAL SKILLS – AGREEING/DISAGREEING	01
12	NARRATING SKILLS -NARRATING PRESENT EVENTS	02
13	NARRATING SKILLS – NARRATING PAST EVENTS	02
14	NARRATING SKILLS -NARRATING FUTURE EVENTS	02
15	DESCRIBING SKILLS- DESCRIBING PEOPLE/PLACES	02
16	PRESENTATION SKILLS	03
17	FACING THE INTERVIEW	02
18	PARTICIPATING IN GROUP DISCUSSIONS	03
19	INVITING GUESTS ON TO THE DIAS	03
20	PUBLIC SPEECH	03
	TOTAL HOURS	40

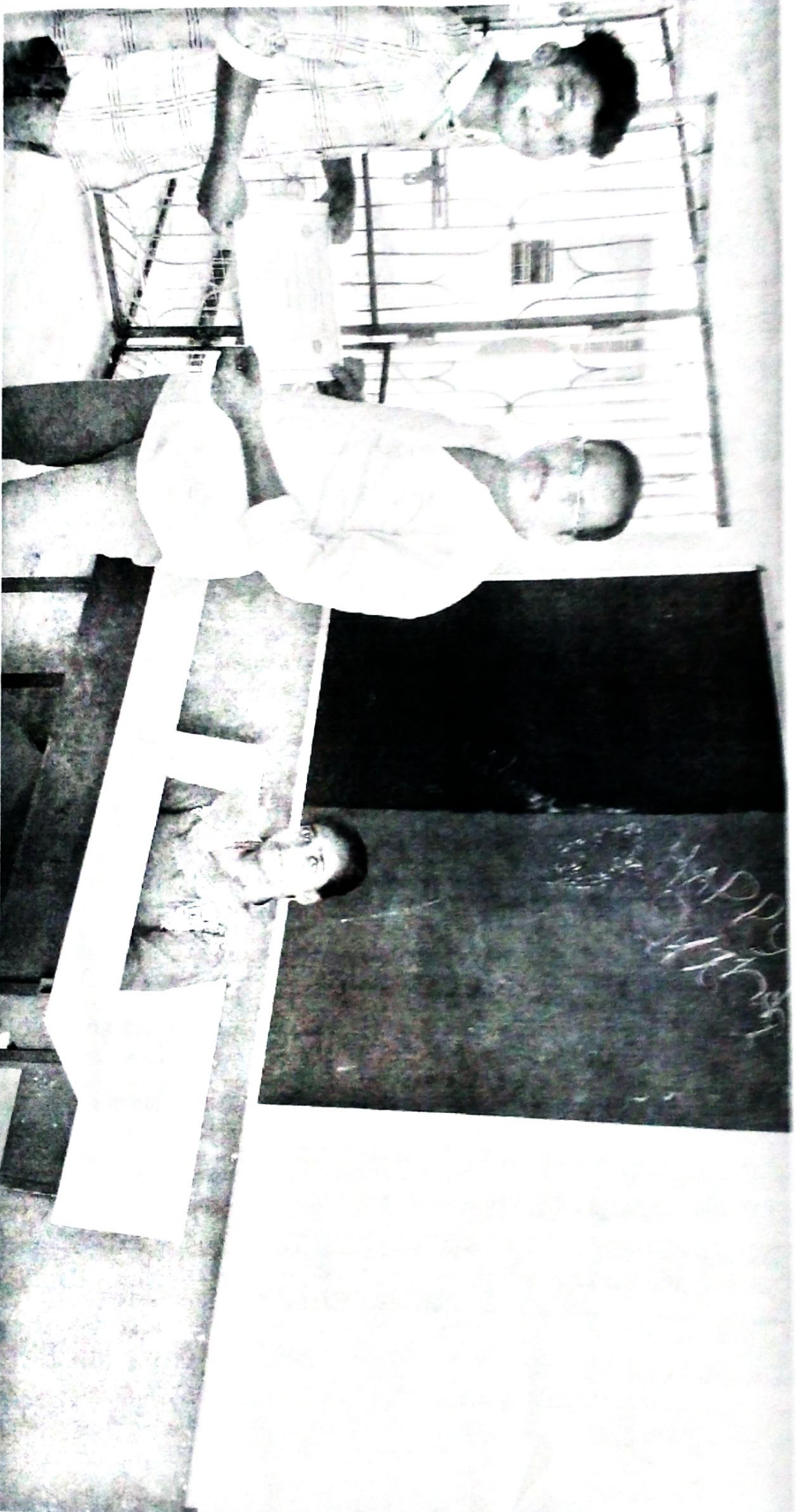


PRINCIPAL

Principal

Govt. Degree C/ 179
Bhadrachalam-507 511,
Bhadrachalam/Kothagudem Dist.

COURSE CO-ORDINATOR/DESIGNER



GOVT DEGREE COLLEGE
BHADRACHALAM TELANGANA
STUDENT ATTENDENCE REPORT

2019-20 (60)

PLACE:-
DATE:-

S.NO	STUDENT NAME	SIGNATURE OF STUDENT
01	Boda vennela	B. Vennela
02	Chinalpasi Sankeerthana	Ch. Sankeerthana
03	Irpa Anitha	I. Anitha
04	Kalluri Hari Kiran	K. Hari Kiran.
05	Kancharla Naveen Kumar	K. Naveen Kumar
06	Kuram Rasmika	K. Rasmika
07	Mamidipalli Sai prasanna	M. Sai prasanna
08	Bandeboina Uday Kumar	B. Uday Kumar.
09	Barla kavitha	B. Kavitha
10	Barla sandhya Rani	B. Sandhya Rani
11	Barla sirisha	B. Sirisha
12	Boorgu Bhavani	B. Bhavani
13	Chadaram vasantha	Ch. Vasantha

14	Deekka meghana	D. meghana.
15	Barri Sai sharanya	B. Sai Shanya
16	Basiboina Ajay kumar	B. Ajay Kumar
17	Enapanuri Triveni	E. Triveni
18	Kota Hema sundar	K. Hema Sundar
19	Kuppa sravanya	K. sravanya.
20	Paladi Dharani	P. Dharani?
21	Payam Lalitha	P. Lalitha
22	Chinta srinivasa kalyan	Ch. srinivasa kalyan.
23	Gampala Jyothi	G. Jyothi
24	Irra Pavani	I Pavani
25	koppula praveen	K. Praveen
26	Podiam sunitha	P. Sunitha
27	Podiam Ammaji	P. Ammaji
28	seelam vinitha	S. Vinitha
29	sunarkani Nagarjun	S. Nagarjun
30	Turram Durgamma	T. Durgamma
31	marripudi Sri santosh	M. Sri santosh
32	Mora sathish	M. Sathish
33	Nalla nagamani	N. Nagamani

S.NO	STUDENT NAME	SIGNATURE OF STUDENT
31		
32		
33		
34	Payam Mahenday	P. Mahenday
35	Peta Pravalika Rani	P. Pravalika Rani
36	Vemula Naga Raju	V. Naga Raju
37	Baddi Laharisha	B. Laharisha
38	Bandi Ramya	B. Ramya
39	Barla Pranaya	B. Pranaya
40	Ganapa Sarika	G. Sarika
41	Ganiboina Lalitha Kumari	G. Lalitha Kumari
42	Gosangi Sai Laxmi	G. Sailexmi
43	Gumasa Ramya	G. Ramya
44	K. Akhil	K. Akhil
45	Kakani Spandana	K. Spandana
46	Kalluri Mounika	K. Mounika
47	Kunamalla Kavya	K. Kavya
48	Peesapati Pavani	P. Pavani
49	Rajamandri Vijay Babu	R. Vijay Babu
50	Shaik Ismail	Sk. Ismail
51	Velpula Sri Hari	V. Sri Hari
52	Yaladandi Pujitha	Y. Pujitha
53	Yedelli Pavan Kalyan	Y. Pavan Kalyan
54	Gangula Santhosh	G. Santhosh
55	Goggala Sowjanya	G. Sowjanya
56	Konda Malathi	K. Malathi
57	Kursam Sujatha	K. Sujatha
58	Payam Rahul	P. Rahul
59	Salluri Prasad	S. Prasad
60	Sodi Sunil	Sodi Sunil


Sign of Lecturer

Sign of Head of Department


Sign of Principal

Govt. Degree College
Bhadrachalam-507111
Bhadrachalam District



GOVERNMENT DEGREE COLLEGE
BHADRACHALAM-507111, BHADRADRI KOTHAGUDEM DIST



DEPARTMENT OF ENGLISH

SYLLABUS FOR

CERTIFICATE COURSE IN

COMMUNICATIVE ENGLISH

2020-21

DESIGNED BY
SRI.D.REDDIAH
ASST PROF OF ENGLISH



Place: Bhadrachalam

Date:02-02-2021

From

The Incharge

Department of ENGLISH

Govt.Degree College

Bhadrachalam.

To

The Principal

Govt.Degree College

Bhadrachalam.

Sir,

Sub:Department of ENGLISH. Conduct of Certificate Course In
COMMUNICATIVE ENGLISH for 40 days.

For academic year 2020-2021.Permission requested -Reg.

With reference to the Subject,I hereby Submit to your kindself that the Department of English is planning to conduct a 40 days certificate Course in COMMUNICATIVE ENGLISH for the students of II year IV sem students of B.A, B.Com, B.sc Course. This Course aims at improving communication skills among the students. Hence, I request you to kindly permit the department to conduct the said course with effect from 04 -2-2021.

Thanking you sir.

permitted
by
Principal
Govt. Degree College,
Bhadrachalam-507 111,
Bhadrachalam Kothagudem Dist.

Yours Faithfully,

B. Gopaliah
(B. Gopaliah.)

NOTICE

Bhadrachalam
02 Feb 2024



Students it is to inform you that Department of ENGLISH is organizing certificate course for 35 students for 40 days i.e., from 04/2/24 to 25/3/24 for 3rd year students. The course is in COMMUNICATIVE ENGLISH. Timings for the course is from 4:00pm To 5:00pm Interested students are invite to register your names for the course in the department.

Department of English


Principal 2/2/24
Govt. Degree College
Bhadrachalam-507111,
BhadradriKothagudem Dist

B. Anupul
(B. Gopich)

2020-21

DEPARTED BY
SULO REDDIAH

ASST. PROF OF ENGLISH

Certificate Course in
Communicative English

(Course Structure & Syllabus)

BY DEPARTMENT OF ENGLISH

GOVT DEGREE COLLEGE, BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT
TELANGANA STATE



**GOVERNMENT DEGREE COLLEGE :: BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT**

CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH-2020-21

COURSE CONTENTS

SL.NO.	CONTENT	NO.OF HOURS REQUIRED
01	CONVERSATIONAL SKILLS – SELF INTRODUCTION	02
02	CONVERSATIONAL SKILLS – INTRODUCING OTHERS	01
03	CONVERSATIONAL SKILLS – SEEKING PERMISSIONS	01
04	CONVERSATIONAL SKILLS – POLITE REQUESTS	02
05	CONVERSATIONAL SKILLS – MAKING ENQUIRIES	01
06	CONVERSATIONAL SKILLS – CONVEYING WISHES	02
07	CONVERSATIONAL SKILLS – ACCEPTING/DECLINING REQUESTS	02
08	CONVERSATIONAL SKILLS – ASKING QUESTIONS	03
09	CONVERSATIONAL SKILLS – RESPONDING TO QUESTIONS	02
10	CONVERSATIONAL SKILLS – GREETINGS	01
11	CONVERSATIONAL SKILLS – CONVEYING WISHES	01
12	NARRATING SKILLS -NARRATING PRESENT EVENTS	02
13	NARRATING SKILLS – NARRATING PAST EVENTS	02
14	NARRATING SKILLS -NARRATING FUTURE EVENTS	02
15	DESCRIBING SKILLS- DESCRIBING PEOPLE/PLACES	02
16	PRESENTATION SKILLS	03
17	FACING THE INTERVIEW	02
18	PARTICIPATING IN GROUP DISCUSSIONS	03
19	ROLE PLAYS	03
20	PUBLIC SPEECH	03
	TOTAL HOURS	40


Principal
Govt. Degree College
Bhadrachalam-507 111,
Bhadradi Kothagudem Dist.

COURSE CO-ORDINATOR/DESIGNER

Certificate Course in Communicative English

Objectives:

1. Describe aspects of personal and everyday life in both oral and written form
2. Produce short and simple connected texts on familiar topics
3. Demonstrate some control of essential grammatical structures with occasional inconsistencies.

Learning Outcomes:

By the end of the course, the students will be able to:

1. Understand and extract the essential information from a written or spoken text on a familiar topic
2. Perform a variety of social functions including greetings, introductions and farewells, making and responding to requests, suggestions, invitations and apologies, conducting simple transactions in shops and offices, asking for and giving directions, etc.
3. Describe people, places, likes and dislikes and daily routines in a series of simple phrases and sentences.
4. Construct short and simple descriptive paragraphs about people, places and events.
5. Write a clear topic sentence for a paragraph.
6. Understand and perform the structure and rationale of descriptive, narrative, expository and argumentative writing.

Government Degree college : Bhadrachalam. $\frac{35}{32}$

Bhadravari Kothagudem : District :

Certificate Course in Communicative English - 2020-2021

Time: 2 hours

Section - I (marks: $4 \times 5 = 20$) max marks: 50

Q. Answer ^{any four of} the following questions

- write the self introduction to yourself?
- write / construct the dialogue writing between two persons?
- write the examples of seeking permissions?
- write the any four of wh-questions with answers?
- write the Greeting words with examples?

Section - B — $4 \times 5 = 20$

Q. Answer any four of the following questions.

- what are the present events give examples?
- what are the past events give examples?
- describe the favorite place ~~or~~ ~~place~~
- describe the favorite person?
- what are polite words give examples?

Section - C $2 \times 5 = 10$

Q. Answer any two of the following questions:

- what is the useful Group Discussion?
- what are role plays give examples?
- what is public speech and private speech?



**GOVT DEGREE COLLEGE
BHADRACHALAM TELANGANA
STUDENT ATTENDANCE REPORT**

PLACE:-

DATE:-

Department of English

2020-2021
(32)

40 days

S.NO	H.T.No	STUDENT NAME	SIGNATURE OF STUDENT
01	033-19 1305	G. Pawan Kalyan	P. Kalyan
02	1307	K. Sri pravalika	K. Sri pravalika
03	1308	KARAM CHANDU	K. Chandru
04	1309	Katta Bolna Sravani	K. B. Sravani
05	1310	Kesupaka Sowjanya	K. Sowjanya
06	1311	Madakam Ramy	M. Ramy
07	1312	MURUGA Bhargavi	M. Bhargavi
08	03319 1106	parnika shireetha	P. Shireetha
09	1108	Kalluri Anusha	K. Anusha
10	1110	Komaram Thansi Rani	K. Thansi Rani
11	1113	Kursam Raju	K. Raju
12	1118	Vajja Kavitha	V. Kavitha
13	03319 1004	mallela Radhika	M. Radhika

Teacher Signature

S.NO	H.T.NO	STUDENT NAME	SIGNATURE OF STUDENT
14	03319 3204	K. Anil Kumar	K. Anil Kumar
15	3203	J. Kamalakar.	J. Kamalakar.
16	3206	K. Baby Suma	K. Baby Suma
17	3207	K. Sridivya	K. Sridivya
18	3208	K. Nandini	K. Nandini
19	3210	P. Nagadewi	P. Nagadewi
20	3212	P. Sowjanya	P. Sowjanya
21	3214	R. Bishwajith	R. Bishwajith
22	3215	S. Tridev.	S. Tridev
23	03319 3301	M. Asra Begum	Md. Asra Begum
24	3302	B. Ganesh	B. Ganesh
25	3304	Ch. Rajitha	Ch. Rajitha
26	3305	G. Ravi Kumar	G. Ravi Kumar
27	3308	K. Gowtham Reddy	K. Gowtham Reddy
28	3309	K. Dwaraka	K. Dwaraka
29	3310	K. Sravani	K. Sravani
30	3314	M. Lavanya	M. Lavanya
31	3316	N. Sandhya	N. Sandhya
32	3318	P. Sindhu	P. Sindhu

KG

Principal
Govt. Degree College
Bhadrachalam-507
Bhadrachalam Kothagudem



GOVERNMENT DEGREE COLLEGE

BHADRACHALAM

BHADRADRI KOTHAGUDEM, TELANGANA STATE

NAAC-B⁺

DEPARTMENT OF ENGLISH



CERTIFICATE

This is to certify that Mr. /Miss.....
S/o/ D/o.....of class.....was trained in
in "COMMUNICATIVE ENGLISH" in Govt. Degree & P.G College, Bhadrachalam
from.....to.....

COURSE
ORGANISER

DEPARTMENT
IN-CHARGE

PRINCIPAL



GOVERNMENT DEGREE COLLEGE

BHADRACHALAM-507111. BHADRADRI KOTHAGUDEM DIST-TELANGANA STATE



DEPARTMENT OF ENGLISH

RECORD OF

1. ENGLISH & COMMUNICATION SKILLS

2. SOFT SKILLS & PERSONALITY DEVELOPMENT

(2016-19 CBCS SYLLABUS)

GOVT.DEGREE COLLEGE: : BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT

COMMUNICATION SKILLS COURSE OFFERED BY THE DEPARTMENT OF ENGLISH TO
III SEM OF B.A.& B.Com DEGREE PROGRAMMES

SYLLABUS

(From the academic year 2016 to 2019)

COMMUNICATION SKILLS

NO.OF CREDITS PER WEEK : 02
TOTAL TEACHING HOURS : 30

SCHEME OF ASSESSMENT
UNIVERSITY EXAM : 40 MARKS
INTERNAL ASSESSMENT : 10 MARKS

OBJECTIVES OF THE COURSE

- To acquire skills in using communication tools.
- To enable an understanding of the functions of communication.
- To understand the importance of effective communication at inter personal and group communication levels.
- To comprehend the usefulness of communication theories and models in understanding the process.(LSRW).

LEARNING OUTCOMES OF THE COURSE

- On successful completion of the course, the students will be able to
- Understand the skills required to converse effectively at different communication levels.
 - Discuss the importance of communication of all types and levels.
 - Analyze the significance of communication within one self and its impact.
 - Understand and development the abilities for business and corporate correspondence.
 - Analyze and relate the communication models to real life for better understanding of the process.

Department of History & MTM
Kakatiya University, Warangal

TOURISM AND TRAVEL MANAGEMENT

B.A II Year
Semester - III

(Skill Enhancement Course)

Paper: I - COMMUNICATION SKILLS IN ENGLISH

Max. Marks: 40

Unit I: Communicative English: Meaning – Significance – Learning English through Listening, Speaking, Reading and Writing (LSRW). Listening skills: Factors influencing – Barriers in listening – Effective listening - Practice of interpersonal listening. Meaning and significance of Oral and Written Communication – Principles of oral communication – Preparing for oral communication – Practice of oral communication with pre-announced topics – Extempore. Tenets of written communication – Practice of written communication with displayed text - Practice of written communication with pre-announced topics and extempore.

Unit II: Business and Corporate Correspondence: Meaning – Significance – Types of Business Letters - Principles of letter writing – Formats – Practice of letter writing in different situations. Corporate correspondence: Types of Meetings -Notice and Agenda – Practice of preparing notice and agenda for different meetings – Writing press releases – advertisements – Circulars – Memos – Enquires – Replies – Writing minutes and resolutions of different meetings. E-mails – Writing e-mails.

Suggested books:

1. Sarma V V S, Muralidhar D and Saritha M, LOTUS: Interactive Communication, Camel Published, 2016.
2. Aruna Koneru, Professional Communication, Tata McGraw Hill, New Delhi, 2008.
3. Sehgal M K and Khetarpal Vandana, Business Communication, Excel Books, New Delhi, 2008.
4. Varinder Kumar and Bodh Raj, Business Communication, Kalyani Publishers, Ludhiyana, 1998.

B.Com II Year – III Semester
Department of Commerce and Business Management, Kakatiya University, Warangal
BC301: Communication Skills

Max. Marks: 40UE+10IA

Unit I: Communicative English: Meaning – Significance – Learning English through Listening, Speaking, Reading and Writing (LSRW). Listening skills: Factors influencing – Barriers in listening – Effective listening - Practice of interpersonal listening. Meaning and significance of Oral and Written Communication – Principles of oral communication –Preparing for oral communication – Practice of oral communication with pre-announced topics – Extempore. Tenets of written communication – Practice of written communication with displayed text - Practice of written communication with pre-announced topics and extempore.

Unit II: Business and Corporate Correspondence: Meaning – Significance – Types of Business Letters - Principles of letter writing – Formats – Practice of letter writing in different situations. Corporate correspondence: Types of Meetings -Notice and Agenda – Practice of preparing notice and agenda for different meetings – Writing press releases – advertisements – Circulars – Memos – Enquires – Replies – Writing minutes and resolutions of different meetings. E-mails – Writing e-mails.

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4. Varinder Kumar and Bodh Raj, Business Communication, Kalyani Publishers, Ludhiana, 1998.

2512/21

FACULTY OF ARTS/SCIENCE/COMMERCE/SOCIAL SCIENCES

B.A./B.Sc./B.Com./B.B.M./B.B.A. (II-Year) Examination

COMMUNICATION SKILLS

Paper-II

Time: 3 Hours]

[Max. Marks: 100

Answer any **four** questions
(Marks: 4 x 25 = 100)

1. What aspect of the '*dabbalawalas*' system must other organization try to ape? Explain why?
2. Do you believe Jyothi Reddy made the right choice in leaving her children behind in a hostel so that she could go to the US? Explain.
3. What is Qamar Rahman's main field of research? How were her scientific achievements recognized?
4. Why did Patricia decide to arrange for an ambulance service that transported victims who were alive or dead?
5. How does Nadella try to motivate his employees in his letter?
6. Why did Chhavi Rajawat team up with German software company SAP?
7. How is success depicted in the poem '*The Ladder of St. Augustine*'?
8. Outline the history of Reliance Industries.

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 10-07-2017

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-17-1001	Annam Srikanth	30	D	
2	033-17-1002	Bandla Nandini	30	E	
3	033-17-1004	Goggela Mounika	30	D	
4	033-17-1006	Tampala Yakaiab	30	F	
5	033-17-1009	Kataboina Vinod Kumar	30	F	
6	033-17-1011	Matta Srinivasa Durga	30	E	
7	033-17-1013	Panda Rajesh	30	F	
8	033-17-1014	Payam Jaya	30	D	
9	033-17-1016	Repaka Rekha	30	E	
10	033-17-1020	Yenika Srinu	30	D	
11	033-17-1103	Balusupati Shankar Rao	30	F	
12	033-17-1104	Bathula Uma	30	D	
13	033-17-1105	Battu Baharu	30	E	
14	033-17-1107	Bodeboina Madhu	30	E	
15	033-17-1108	Bodika Kalyan	30	F	C
16	033-17-1111	Chintha Mounika	30	E	
17	033-17-1112	Chintha Sindhu	30	E	
18	033-17-1114	Easam Ravina	30	E	
19	033-17-1115	Easam Namayana	30	D	
20	033-17-1116	Easam Vamsi	30	F	
21	033-17-1117	Gondi Sanjeeva Rani	30	F	
22	033-17-1118	Gudivada Sai Teja	30	D	
23	033-17-1120	Jetti Vishnu	30	E	
24	033-17-1121	Jigata Shankar	30	E	
25	033-17-1122	Kdka Tanaki Ram	30	F	
26	033-17-1123	Kakani Ali Shanathi	30	C	
27	033-17-1124	Kalluri Bhavani	30	E	
28	033-17-1125	Kanasani Nuthan Sai Kiran	30	E	
29	033-17-1126	Kongala John	30	E	
30	033-17-1130	Kadame Rajesh	30	D	
31	033-17-1131	Komaram Ranjith	30	E	

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT _____

LIST OF STUDENTS:

32	033-17-1133	Korsam Kaveri	30	E	
33	033-17-1135	Kursam Pavan Kalyan	30	A	
34	033-17-1136	M. Rambabu	30	O	
35	033-17-1137	Matcha Pavan Kumar	30	B	
36	033-17-1139	Madakam Harish	30	B	
37	033-17-1140	Madakam Narasamma	30	B	
38	033-17-1142	Madakam Saritha	30	A	
39	033-17-1143	Madapa Srikanth	30	A	
40	033-17-1144	Madavi Kalpana Kumari	30	B	
41	033-17-1146	Matta Venkateswara Rao	30	O	
42	033-17-1147	Medi Swarupa Rani	30	A	
43	033-17-1148	Mogada Sai Mounika Kumari	30	B	
44	033-17-1149	Mogilipalli Sarala	30	A	
45	033-17-1151	Nupa Sandhya	30	A	
46	033-17-1152	Panuganti Grilatha	30	A	
47	033-17-1153	Paydm Susheela	30	A	
48	033-17-1154	Podium Ashwini	30	A	
49	033-17-1156	Pusam Ganesh	30	C	
50	033-17-1158	Sode Naga Laxmi	30	B	
51	033-17-1162	Surapalli Sujana	30	B	
52	033-17-1163	Tellam Sunitha	30	B	
53	033-17-1164	Thanam Kalyan	30	A	
54	033-17-1165	Thati Bhavani	30	B	
55	033-17-1166	Thati Praveen	30	D	
56	033-17-1167	Thati Sumalatha	30	A	
57	033-17-1168	Thokala Praveen	30	B	
58	033-17-1169	Tholem Kiran Kumar	30	B	
59	033-17-1170	Turram Mahesh	30	B	
60	033-17-1171	Vaddanapu Srikanth	30	C	
61	033-17-1173	Vasam Sandhya	30	B	
62	033-17-1174	Velpula Pavan Kalyan	30	A	

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT _____

LIST OF STUDENTS:

63	033-17-1176	Voonke Venu Gopal	30	F	
64	033-17-1177	Yedula Dhanusha	30	D	
65	033-17-1178	Yenika Nagamani	30	E	
66	033-17-2001	Adaari chandra shekhar	30	F	
67	033-17-2002	Agniparthi sri Latha	30	A	
68	033-17-2003	AKkala Harsha Vineeth Raj	30	A	
69	033-17-2004	Abtam sagarika	30	A	
70	033-17-2005	Bolia sumanth	30	F	
71	033-17-2007	Bowra Anji Babu	30	A	
72	033-17-2008	chelikani shiva Kumar	30	B	
73	033-17-2009	Dasari Madhusri	30	O	
74	033-17-2010	Duggi naga Mani	30	A	
75	033-17-2012	Ella Raj Kumar	30	B	
76	033-17-2014	Gangavath Jhansi	30	A	
77	033-17-2015	Gondi suneetha Rani	30	A	
78	033-17-2016	Gummala sreeja	30	A	
79	033-17-2017	Gundi Jampanna	30	A	
80	033-17-2019	Kaka Dileep Kumar	30	B	
81	033-17-2020	Kanithi Vijay Kumar	30	B	
82	033-17-2021	Katta Vanitha	30	A	
83	033-17-2025	Kola Janaki	30	A	
84	033-17-2027	Kondala Immanuel	30	A	
85	033-17-2029	Kondapalli Alina	30	A	
86	033-17-2031	Kunja Pooja	30	B	
87	033-17-2032	Kursam Batukamma	30	B	
88	033-17-2035	Manda Prashanth	30	B	
89	033-17-2036	Muthiboina Prashanth	30	B	
90	033-17-2037	Nekkaboina Balaji	30	A	
91	033-17-2038	oggu Sri lekha	30	A	
92	033-17-2040	Pitaka Reena preethi	30	B	
93	033-17-2041	Podiyam kavitha	30	B	
94	033-17-2042	Rowthu Arjun	30	B	
95	033-17-2044	Shaik Rihana Begum	30	A	
96	033-17-2045	Sonde Seetha Ramulu	30	B	




GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT _____

LIST OF STUDENTS:

97	033-17-2047	Tholem Suma Latha	30	B	
98	033-17-2048	Ubbu Sandhya	30	B	
99	033-17-2049	Vuke Chandra Sai Alekhya	30	A	
100	033-17-2051	Vemula Sai	30	F	
101	033-17-2052	Yeliseti Madhuri	30	B	
102	033-17-2201	Arenda Krishnaveni	30	A	
103	033-17-2202	Amaravaram Rajesh	30	B	
104	033-17-2203	Badavath Naveen	30	A	
105	033-17-2205	Diggi Jagan	30	A	
106	033-17-2206	Eesam Musaparthi Rao	30	B	
107	033-17-2208	Gadida Anusha	30	C	
108	033-17-2209	Gadich Sri Harsha	30	A	
109	033-17-2211	Gollamanda Veera Venkat	30	A	
110	033-17-2212	Gorre Bala Krishna	30	B	
111	033-17-2216	Kondapalli Rakesh	30	B	
112	033-17-2217	Konga Mahesh	30	A	
113	033-17-2218	Kora Ganapathi	30	B	
114	033-17-2219	Mohammad Afrid	30	A	
115	033-17-2220	Manchikalapudi Ram Kumar	30	C	
116	033-17-2221	Orsu Ganga Raju	30	C	
117	033-17-2222	Puli Surender	30	A	
118	033-17-2223	Punem Maneesha	30	F	
119	033-17-2224	Shaik Jareena	30	C	
120	033-17-2226	Thalluri Sai Manoj	30	A	


(D. Reddiah)
Course - Co-ordinator


Principal
Govt. Degree College
Bhadrachalam-507 111,
Bhadradi Kothagudem Dist.

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 16-07-2018

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-18-1002	Chintha Srinivasa Kalyan	30	B	
2	033-18-1003	Gampa Jyothi	30	A	
3	033-18-1005	Trpa Pavani	30	B	
4	033-18-1007	Koppula Praveen	30	A	
5	033-18-1008	Podium Suneetha	30	C	
6	033-18-1009	Popdium Ammaji	30	A	
7	033-18-1011	Seelam Vineetha	30	A	
8	033-18-1012	Sunarkami Nagarjuna	30	B	
9	033-18-1014	Turram Durgamma	30	A	
10	033-18-1102	Apka Suresh	30	B	
11	033-18-1103	Boggula Sindhu	30	A	
12	033-18-1104	Borra Mounika	30	A	
13	033-18-1105	Burka Suresh	30	B	
14	033-18-1106	Chappa Swarupa	30	B	
15	033-18-1109	Trpa Sirisha	30	B	
16	033-18-1110	Esam Kasthuri	30	A	
17	033-18-1111	Gangula Santhosh	30	B	
18	033-18-1112	Gogala Rowjanya	30	B	
19	033-18-1114	Gowri Santhosh	30	B	
20	033-18-1115	Auguloth Vamshi	30	B	
21	033-18-1116	Gurram Venu Gopal	30	B	
22	033-18-1121	Karam Vinod Kumar	30	C	
23	033-18-1123	Kodime Pushpa Latha	30	B	
24	033-18-1125	Konda Malathi	30	C	
25	033-18-1126	Kondru Devaraj	30	C	
26	033-18-1128	Kunja Anusha	30	D	
27	033-18-1130	Kunja Saraswathi	30	B	
28	033-18-1131	Kursam Sujatha	30	B	
29	033-18-1132	Mallam Vennela	30	B	
30	033-18-1134	Nalleboina Supriya	30	B	
31	033-18-1137	Payam Rahul	30	A	

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 16-07-2018

LIST OF STUDENTS:

32	033-18-1138	Penuballi Ramya	30	B	
33	033-18-1139	Pusam Vijaykumar	30	A	
34	033-18-1140	Salluri Prasad	30	A	
35	033-18-1141	Salluri Veeraswamy	30	A	
36	033-18-1142	Shaik Abbas	30	A	
37	033-18-1143	Sode Soujanya	30	A	
38	033-18-1144	Sode Sireesha	30	B	
39	033-18-1145	Sode Suneel	30	B	
40	033-18-1146	Sonde Aravind	30	A	
41	033-18-1147	Sunnam Chalapathi	30	A	
42	033-18-1148	Tellam Spandana	30	A	
43	033-18-1149	Tadikapalli Lalitha	30	B	
44	033-18-1150	Tati Nagalakshmi	30	C	
45	033-18-1151	Tellam Kalyam	30	A	
46	033-18-1152	Tholam Pavani	30	A	
47	033-18-1153	Thummala Ashok Kumar	30	B	
48	033-18-1154	Uike Maheshwari	30	B	
49	033-18-1155	Vaddanapu Gopichand	30	A	
50	033-18-1156	Vajja Satish	30	B	
51	647-18-1004	Borra Nagaraju	30	A	
52	033-18-2001	Alladi Ajay	30	A	
53	033-18-2002	Arula Krishnaveni	30	A	
54	033-18-2003	Bathub Madhu	30	B	
55	033-18-2005	Benuku Alekhya	30	B	
56	033-18-2009	Borra Pavani	30	A	
57	033-18-2010	Burugadda Sandeep	30	B	
58	033-18-2012	Chunchu Pujitha	30	A	
59	033-18-2014	Dara Ramya	30	B	
60	033-18-2015	Dhanikondi Navyakala	30	B	

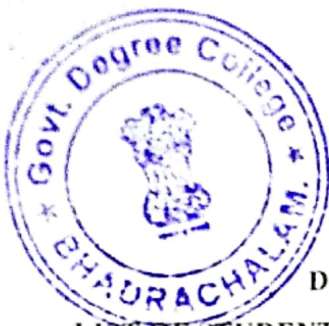
GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 16-07-2018

LIST OF STUDENTS:

61	033-18-2017	Angulakurthy Sundara Chary	30	B	
62	033-18-2021	Jampala Sai Shiva	30	A	
63	033-18-2022	K. Ramesh	30	B	
64	033-18-2024	Kambhampati Jaswanth	30	A	
65	033-18-2025	Kanjula Sandhya	30	A	
66	033-18-2029	Madakam Ramya	30	A	
67	033-18-2031	Mallela Sai Neeraja	30		
68	033-18-2035	Meesala Supradeep	30	B	
69	033-18-2038	Murram Chandhu	30	B	
70	033-18-2039	Nadipinti Sravan Kumar	30	A	
71	033-18-2040	Nampalli Aruna Kumari	30	A	
72	033-18-2041	Pagidipalli Prakesh	30	B	
73	033-18-2042	Pasupuleti Shiva	30	B	
74	033-18-2043	Payam Pavani	30	A	
75	033-18-2044	Puliparambil Manisha	30	B	
76	033-18-2045	Ravula Sahithi	30	O	
77	033-18-2046	Re.Galagadda Prasanth	30	A	
78	033-18-2047	I. Sree Somya	30		
79	033-18-2048	Sapak. Ashok	30	A	
80	033-18-2049	Sargar. Sirisha	30		
81	033-18-2050	Sarvam Swapna	30	A	
82	033-18-2051	Seelam. Santhosh	30	A	
83	033-18-2052	Shaik. Hazi Gause	30	A	
84	033-18-2053	Shaik javed	30	B	
85	033-18-2055	Shaik Shabana	30	C	
86	033-18-2057	tellam pavan kalyan	30	B	



GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 16-07-2018

LIST OF STUDENTS:

87	033-18-2058	vadlakunta Laxmi Prasanna	30	A	
88	033-18-2059	valipireddy . Navya	30	B	
89	033-18-2060	vallala alagaraju	30	B	
90	033-18-2063	Yanamandra Sri Sravani	30		
91	033-18-2064	Yadalli vijay kumar	30	B	
92	033-18-2202	Barri Sai Sharanya	30	C	
93	033-18-2203	Basiboina Ajay Kumar	30	C	
94	033-18-2205	Emparuri Triveni	30	D	
95	033-18-2207	Talagam Durga Bhavani	30	F	
96	033-18-2209	kota Hema Sundhar	30	B	
97	033-18-2211	Kuppa Stavanya	30	C	
98	033-18-2213	paladi Dharani	30	B	
99	033-18-2215	pi.Sapoti Pavani	30	C	
100	033-18-2217	Rajamandri vijaya babu	30	C	
101	033-18-2218	Shaik Ismael	30	B	
102	033-18-2219	T. vinay Pavan	30		
103	033-18-2221	velpula Sri-Hari	30	B	
104	033-18-2222	Yalamandi Rajitha	30	A	
105	033-18-2223	Yedelli Pavan kalyan	30	A	

(D. Reddiah)

Course. Coordinator

Principal

Govt. Degree College
Bhadrachalam-507 111,
Bhadrachal Kothagudem Dist.

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 15-07-2019

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-19-1001	Kaka Venkatesh	30	B C	
2	033-19-1002	Kakarla Mallikarjun	30	A F	
3	033-19-1004	Mallela Radhika	30	B	
4	033-19-1005	Nune Sunitha	30	A	
5	033-19-1006	Parsika Sirisha	30	B	
6	033-19-1007	Penuballi Sirisha	30	A	
7	033-19-1010	Sheik Masthan	30	D	
8	033-19-1011	Sheik Shabeer	30	D	
9	033-19-1012	Sode Pavap	30	D	
10	033-19-1013	Tati Mutthamma	30	B	
11	033-19-1014	Vagaboina Sri Laxmi	30	A	
12	033-19-1015	Velpula Suresh	30	D	
13	033-19-1103	Chunduru Sai Kumar	30	D	
14	033-19-1106	Jeedimalla Durga Prasad	30	B	
15	033-19-1107	Kaka Ganesh	30	D	
16	033-19-1108	Kalluri Anusha	30	B	
17	033-19-1109	Karam Naveen	30	D	
18	033-19-1110	Komaram Jhansi Rani	30	A	
19	033-19-1111	Kunja Rupavathi	30	B	
20	033-19-1112	Kurasam Karakamma	30	A	
21	033-19-1113	Kursam Raju	30	B	
22	033-19-1114	Payam Saraswathi	30	A	
23	033-19-1115	Pediyam Srilekha	30	A	
24	033-19-1117	Tumula Anusha	30	A	
25	033-19-1118	Vajja Kavitha	30	C	
26	033-19-1119	Velakanti Jarwanthi	30	A	
27	025-19-1101		30		
28	033-19-1301	Balusupati Madhu Kumar	30	A	
29	033-19-1302	Bathula Sai Kumar	30	F	
30	033-19-1303	Bokka Rajesh	30	C	
31	033-19-1304	Degala Karuna	30	B	

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 15-07-2019

LIST OF STUDENTS:

32	033-19-1306	Kaka Venkatesh	30	A	
33	033-19-1307	Koppera Sri Pravalika	30	D	
34	033-19-1308	Karam Chandra Shekhar-Ajan	30	B	
35	033-19-1309	Katiboina Sravani	30	B	
36	033-19-1310	Kecupaka Sowjanya	30	B	
37	033-19-1311	Madakam Ramu	30	B	
38	033-19-1312	Mukkerla Bhargavi	30	A	
39	033-19-1313	Nalla Nagasri	30	A	
40	033-19-1314	Punem Krishna Prashanth	30	B	
41	033-19-1316	Ravva Ramesh	30	B	
42	033-19-1318	Shaik Shareef	30	F	
43	033-19-1319	Tellam Mahesh	30	D	
44	033-19-1320	Vasam Naveen Kumar	30	F	
45	033-19-1502	Bhukya Vinod	30	F	
46	033-19-1503	Delli Navya Sri	30	F	
47	033-19-1506	Kangala Sindhu	30	A	
48	033-19-1507	Kaniti Anusha	30	F	
49	033-19-1508	Karam Sahithya	30	F	
50	033-19-1509	Komaram Sathwika	30	D	
51	033-19-1513	Madakam Sai Sunil	30	B	
52	033-19-1514	Madivi Nanda Kishore	30	C	
53	033-19-1515	Naram Subbu Reddy	30	C	
54	033-19-1516	Naram Parvathi	30	A	
55	033-19-1520	Sheik Sadiq	30	C	
56	033-19-1521	Talari Sravani	30	B	
57	033-19-1601	Barla Manikanta Sai Kumar	30	B	
58	033-19-1602	Benya Sisindri	30	B	
59	033-19-1603	Borra Raju	30	F	
60	033-19-1606	Degala Vinay	30	B	
61	033-19-1607	Trpa Kaveri	30	D	

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 15-09-2019

LIST OF STUDENTS:

62	033-19-1608	Jetti Pavan	30	F	
63	033-19-1609	Kanugula Naresb	30	B	
64	033-19-1610	Kokkireni Naga Raju	30	B	
65	033-19-1612	Korsa Hemalatha	30	F	
66	033-19-1613	Mithipati Sai Teja	30	D	
67	033-19-1614	Mutyala Sai	30	D	
68	033-19-1615	Regalla Rama Krishna	30	E	
69	033-19-1616	Regalla Suma	30	B	
70	033-19-1619	Sodi Seetha	30	A	
71	033-19-1621	Vadlanapu Ravali	30	C	
72	033-19-2002	Bhasipogu Bhavani	30	A	
73	033-19-2003	Epa Shiva Krishna	30	C	
74	033-19-2004	Gogu Dhama Laxmi	30	A	
75	033-19-2005	Gudise Sriisha	30	A	
76	033-19-2006	Jadi Chanti	30	A	
77	033-19-2007	Kaka Deeksha	30	A	
78	033-19-2009	Mukthi Rajitha	30	A	
79	033-19-2011	penuballi Samakka	30	A	
80	033-19-2012	pujari Raja Rani	30	B	
81	033-19-2014	Rajamalla praveen	30	C	
82	033-19-2015	Seepaka Manika	30	A	
83	033-19-2016	Setti palli kaliyani	30	B	
84	033-19-2017	Tellam jyothi	30	B	
85	033-19-2018	Tharti Swaroopa	30	B	
86	033-19-2020	varka Vamshi	30	D	
87	033-19-2202	Jaladi Srikanth	30	C	
88	033-19-2203	KurSam Srinu	30	B	
89	033-19-2204	Manikam Aravind Kumar	30	D	




GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON COMMUNICATION SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 15-07-2019

LIST OF STUDENTS:

90	033-19-2205	Pothu Raju Abegondia Babu	30	B	
91	033-19-2206	Renem Sampath Kumar	30	A	
92	033-19-2207	Thoti Aaveen	30	B	
93	033-19-2209	yellanki Jabnivi	30	A	
94	033-19-2210	Nallaganti Satish	30	B	
95	033-19-2401	BalaSudati Sakshi	30	A	
96	033-19-2403	chikkala kaplachudh	30	B	
97	033-19-2404	chintakayala Rajkumar	30		
98	033-19-2405	Daggumathi Sneha Lakshmi	30	B	
99	033-19-2406	Dammu Swapna	30	A	
100	033-19-2407	Daggampudi kavya Sri	30	D	
101	033-19-2408	Gade Shashivardhan	30	A	
102	033-19-2409	Jabisetty kalyani	30	A	
103	033-19-2410	Kancherla Sanyasulasi	30	A	
104	033-19-2414	Kunja Mounika	30	B	
105	033-19-2415	Kursam Sai kiran	30	1	
106	033-19-2416	Madeti Sahithi	30	A	
107	033-19-2417	Madeti Sarika	30	B	
108	033-19-2418	Maamkali vamshi	30	O	
109	033-19-2419	Medh Lavanya	30	A	


(B. Reddiah)
Course Coordinator


Principal
Govt. Degree College
Ehadrachalam-507 111,
Bhadradi Kothagudem Dist.

GOVT.DEGREE COLLEGE: : BHADRACHALAM
BHADRADRI KOTHAGUDEM DISTRICT

SOFT SKILLS COURSE OFFERED BY THE DEPARTMENT OF ENGLISH TO
IV SEM OF B.Com & VI SEM OF B.A. DEGREE PROGRAMMES

SYLLABUS

(From the academic year 2016 to 2019)

SOFT SKILLS AND PERSONALITY DEVELOPMENT

NO.OF CREDITS PER WEEK : 02
TOTAL TEACHING HOURS : 30

SCHEME OF ASSESSMENT
UNIVERSITY EXAM : 40 MARKS
INTERNAL ASSESSMENT : 10 MARKS

OBJECTIVES OF THE COURSE

- To make students aware of their strengths and weaknesses.
- To help them hone their communication skills.
- To equip them with skills required to raise self-esteem and confidence levels.
- To help them acquire competencies to achieve personal and academic excellence.
- To enable students to become effective team players.

LEARNING OUTCOMES OF THE COURSE

On successful completion of the course, students will be able to

- Develop a health respect for the self.
- Interact with the people confidently.
- Function effectively in a team.
- Organize and prioritize activities.
- Follow their goals with clarity.
- Think laterally and solve problems creatively.

B.Com II Year – IV Semester
Department of Commerce and Business Management, Kakatiya University, Warangal
BC401 : Soft Skills

Max. Marks: 40UE+10IA

Unit I: Personality Development: Personality Development: Meaning- Characteristics – Determinants – Ingredients of pleasing personality. Learning: Meaning – Characteristics – Significance – Principles of learning. Self esteem: Meaning – Characteristics – Significance – Building self esteem.

Unit II: Self Management: Attitude Development: Meaning – Characteristics – Significance – Building Positive Attitude. Achievement Motivation: Meaning – Characteristics – Significance – Goal setting for achievement – Strategies of achievement motivation. Emotional Intelligence: Meaning – Characteristics – Significance – Strategies of developing emotional intelligence: Fear, Anger and Anxiety.

Suggested Readings:

1. Sarma V S Veluri & Muralidhar D., Personal Empowerment: LOTUS Series - Interactive Learning, CAMEL Limited, 2017.
2. Sarma V S Veluri and Others., Jeevan nipunyalu: LOTUS Series, (Telugu), CAMEL Limited, 2017.
3. K Alex, Soft Skills, S. Chand & Company, 2013
4. Narula, S S., Personality Development & Communication Skills, Taxman Publications Pvt. Ltd. New Delhi.
5. Arora, A., Communication Skills and Personality Development, Kalyani Publishers, Ludhiana, 2015.

B.A. (HISTORY) SYLLABUS
Final Year
Semester - VI
Personality Development & Soft Skill
Skill Enhancement Course - Paper - IV

Unit-I:

Personality Development: Personality Development: Meaning- Characteristics – Determinants – Ingredients of pleasing personality. Learning: Meaning – Characteristics – Significance – Principles of learning. Self esteem: Meaning – Characteristics – Significance - Building self esteem.

Unit-II:

Self Management: Attitude Development: Meaning – Characteristics – Significance – Building Positive Attitude. Achievement Motivation: Meaning – Characteristics – Significance – Goal setting for achievement – Strategies of achievement motivation. Emotional Intelligence: Meaning – Characteristics – Significance – Strategies of developing emotional intelligence: Fear, Anger and Anxiety.

Recommended Books:

Sarma V S Veluri & Muralidhar D., Personal Empowerment: LOTUS Series - Interactive Learning, CAMEL Limited, 2017.

Sarma V S Veluri and Others., Jeevan nipunyalu: LOTUS Series, (Telugu), CAMEL Limited, 2017.

K Alex, Soft Skills, S. Chand & Company, 2013

Narula, S S., Personality Development & Communication Skills, Taxman Publications Pvt. Ltd. New Delhi.

Arora, A., Communication Skills and Personality Development, Kalyani Publishers, Ludhiana, 2015.

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FACULTY OF COMMERCE AND BUSINESS MANAGEMENT

B. Com (IV-Semester) Examination

Skill Enhancement Course -II

SOFT SKILLS

(Old)

Time: 2 Hours]

[Max. Marks: 40

Section -A --- (Marks: 4x4=16)
(Short Answer Questions)

1. Answer any four of the following.

- a) Learning Techniques
- b) Personality Development.
- c) Building Self-esteem.
- d) Positive Attitude.
- e) Motivation
- f) Importance of Morals and Ethics

SECTION-B --- (Marks: 2x12=24)
(Essay Type Questions)

Answer all questions

2. a) Discuss about the Ingredients of a pleasing personality.

(Or)

b) What is Active Learning? Discuss about the Principles of Learning.

3. a) Define Emotional Intelligence. Explain about the strategies of developing Emotional Intelligence

(Or)

b) Differentiate Fear, Anger & Anxiety. Elucidate your answer with two live examples.

GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON SOFT KILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 11-12-2018

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-17-2001	Adaari Chandra Shekhar	30	A	
2	033-17-2002	Agniparthi Sri Latha	30	B	
3	033-17-2003	Akkala Harsha Vineeth Raj	30	A	
4	033-17-2004	Attam. Sagarika	30	A	
5	033-17-2007	Borra Anji Babu	30	F	
6	033-17-2008	Chelikani Shiva Kumar	30	B	
7	033-17-2009	Dasari Mahuri	30	A	
8	033-17-2010	Duggi Alagarmani	30	A	
9	033-17-2012	Ella Raj Kumar	30	B	
10	033-17-2014	Gangavathi Jhansi	30	A	
11	033-17-2015	Grandi Sunitha Rani	30	A	
12	033-17-2016	Gummala Srija	30	O	
13	033-17-2017	Gundi Jampanna	30	F	
14	033-17-2020	Kanithi Vijay Kumar	30	A	
15	033-17-2021	Katla Vanitha	30	A	
16	033-17-2025	Kola Janaki	30	A	
17	033-17-2027	Kondala Immanuel	30	A	
18	033-17-2029	Kondapalli Alina	30	A	
19	033-17-2031	Kunja pooja	30	A	
20	033-17-2032	Kursam Batukamma	30	A	
21	033-17-2035	Manda Prashanth	30	B	
22	033-17-2037	Nenaboina Balaji	30	O	
23	033-17-2038	Oggu Srilekha	30	A	
24	033-17-2040	Pilaka Reena Preethi	30	B	
25	033-17-2041	Podiyam Kavitha	30	B	
26	033-17-2042	Rowthu Arjun	30	B	
27	033-17-2044	Shaik Rihana Begum	30	A	
28	033-17-2045	Sonde Seetha Ramu	30	A	
29	033-17-2047	Tholem Sumalatha	30	B	
30	033-17-2048	Obba Sandhya	30	B	
31	033-17-2049	Vuke Chandra Sai Alekha	30	A	



GOVT DEGREE COLLEGE::BHADRACHALAM
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B.Com. IV Sem

DATE OF COMMENCEMENT 11-12-2018

LIST OF STUDENTS:

32	033-17-2052	Yelisetti Madhuri	30	C	
33	033-17-2201	Arenda Krishnaveni	30	A	
34	033-17-2202	Amaravarapu Rajesh	30	B	
35	033-17-2203	Badavath Naveen	30	A	
36	033-17-2205	Diggi Jagao	30	A	
37	033-17-2206	Eesam Musapathi Rao	30	A	
38	033-17-2208	Gadida Anusha	30	A	
39	033-17-2209	Gadida Sri Harsh	30	B	
40	033-17-2211	Gollamanda Veera Venkata	30	B	
41	033-17-2212	Gorre Balakrishna	30	B	
42	033-17-2216	Kondapalli Rakesh	30	B	
43	033-17-2217	Konga Mahesh	30	A	
44	033-17-2218	Kora Ganapathi	30	B	
45	033-17-2219	Mohammad Afrid	30	B	
46	033-17-2220	Manchikalpudi Ram Kumar	30	B	
47	033-17-2221	Orsu Ganga Raju	30	A	
48	033-17-2222	Puli Surrender	30	A	
49	033-17-2224	Shaik Jareena	30	A	
50	033-17-2226	Thalluri Sai Manoj	30	A	

D. Reddiah

Course Coordinator

Principal
Govt. Degree College
Bhadrachalam-507 111,
Bhadradi Kothagudem Dist.

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-17-1001	Annam Srikanth	30	B	
2	033-17-1002	Bandla Nandini	30	A	
3	033-17-1004	Goggela Mounika	30	B	
4	033-17-1009	Kataboina Vinodkumar	30	C	
5	033-17-1011	Matta Srinivasa Durga	30	C	
6	033-17-1013	Panda Rajesh	30	C	
7	033-17-1014	Payam Jaya	30	A	
8	033-17-1016	Repaka Rekha	30	AB	
9	033-17-1020	Yenika Srinu	30	A	
10	033-17-1103	Balusupati Shankar Rao	30	C	
11	033-17-1104	Bathula Uma	30	A	
12	033-17-1105	Battu Bahnu	30	D	
13	033-17-1107	Bodeboina Madhu	30	A	
14	033-17-1108	Bodika Kalyani	30	D	
15	033-17-1111	Chintha Molunika	30	B	
16	033-17-1112	Chintha Sindhu	30	A	
17	033-17-1114	Easam Ravina	30	B	
18	033-17-1115	Easam Narayana	30	B	
19	033-17-1116	Easam Vamshi	30	B	
20	033-17-1117	Gondi Sanjeeva Rani	30	C	
21	033-17-1118	Gudivada Sai Teja	30	B	
22	033-17-1120	Jetti Vishnu	30	C	
23	033-17-1121	Jigata Shankar	30	C	
24	033-17-1122	Kaka Janaki Ram	30	B	
25	033-17-1123	Kakani Ali Shanthi	30	AB	
26	033-17-1124	Kalluri Bhavani	30	C	
27	033-17-1125	Kansani Nuthan Saikiran	30	A	
28	033-17-1126	Kongala John	30	D	
29	033-17-1131	Kombram Ranjith	30	B	
30	033-17-1135	Kursam Pavan Kalyan	30	B	
31	033-17-1136	M. Rambabu	30	C	
32	033-17-1137	Matcha Pavan Kumar	30	C	
33	033-17-1140	Madakam Narsamma	30	B	
34	033-17-1142	Madakam Saritha	30	A	




GOVT DEGREE COLLEGE::BHADRACHALAM
TRAINING ON SOFT KILLS -NO OF HOURS::30

B.A. VI Sem

DATE OF COMMENCEMENT 11-12-2018

LIST OF STUDENTS:

35	033-17-1143	Madhavar Srikanth	30	A	
36	033-17-1144	Madavi Kalpana Kumari	30	B	
37	033-17-1146	Matta Venkateswara Rao	30	B	
38	033-17-1147	Medi Swarupa Rani	30	B	
39	033-17-1148	Mogach Sai Mounika Kumari	30	D	
40	033-17-1149	Mogilipalli Sarala	30	B	
41	033-17-1151	Nupa Sandhya	30	D	
42	033-17-1152	Panuganti Srilatha	30	C	
43	033-17-1153	Payam Susheela	30	B	
44	033-17-1154	Podium Ashwini	30	B	
45	033-17-1156	Pusam Ganesh	30	C	
46	033-17-1158	Sode Naga Larmi	30	C	
47	033-17-1162	Surapalli Srujana	30	B	
48	033-17-1163	Tellam Sunitha	30	B	
49	033-17-1164	Thanam Kalyan	30	B	
50	033-17-1165	Thati Bhavani	30	B	
51	033-17-1166	Thati Praveen	30	A	
52	033-17-1167	Thati Sumalatha	30	B	
53	033-17-1168	Thokala Praveen	30	B	
54	033-17-1169	Tholam Kiran Kumar	30	B	
55	033-17-1170	Turram Mahesh	30	B	
56	033-17-1171	Vaddanapu Srikanth	30	B	
57	033-17-1173	Vasam Sandhya	30	A	
58	033-17-1174	Velputa Pavan Kalyan	30	D	
59	033-17-1177	Yedulla Dhanusha	30	B	
60	033-17-1178	Yenika Nagamani	30	B	


(D. Reddiab)
Course Coordinator


Principal
Govt. Degree College
Bhadrachalam-507 111,
Ehadradri Kothagudem Dist.

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-18-2001	Alladi Ajay	30	A	
2	033-18-2002	Avula Krishnaveni	30	A	
3	033-18-2003	Bathula Madhu	30	B	
4	033-18-2005	Benuku Alekhya	30	B	
5	033-18-2009	Borra Pavani	30	A	
6	033-18-2010	Buugadda Sandeep	30	B	
7	033-18-2012	Chunchu Pujitha	30	A	
8	033-18-2014	Dara Ramya	30	B	
9	033-18-2015	Dhanikonda Navyakala	30	B	
10	033-18-2017	Gangulakurthy Sundhara Chary	30	B	
11	033-18-2021	Jampala Sai Siva	30	A	
12	033-18-2022	K. Ramesh	30	B	
13	033-18-2024	Kambhampati Jaswarth	30	A	
14	033-18-2025	Kanjarla Sandhya	30	A	
15	033-18-2029	Madakam Ramya	30	A	
16	033-18-2035	Meesala Supradeep	30	B	
17	033-18-2036	Midiam Venkateswara Rao	30		
18	033-18-2038	Murram Chandhu	30	B	
19	033-18-2039	Nadipinti Sravan Kumar	30	A	
20	033-18-2040	Nampalli Aruna Kumari	30	A	
21	033-18-2041	Pagidipalli Prakash	30	B	
22	033-18-2042	Pasupulati Shiva	30	B	
23	033-18-2043	Payam Pavani	30	A	
24	033-18-2044	Puliparambil Manisha	30	O	
25	033-18-2045	Ravula Sathibi	30	O	
26	033-18-2046	Regalagadda Prashanth	30	A	
27	033-18-2048	Sapaka Ashok	30	A	
28	033-18-2050	Sariam Swapna	30	A	
29	033-18-2051	Seelam Santhosh	30	A	
30	033-18-2052	Shaik Hazi Gouse	30	A	
31	033-18-2053	Shaik H Zaveed	30	B	




GOVT DEGREE COLLEGE::BHADRACHALAM
TRAINING ON SOFT KILLS -NO OF HOURS::30

B.com. IV Sem

DATE OF COMMENCEMENT 21-01-2019

LIST OF STUDENTS:

32	033-18-2055	Shaik Shabana	30	C	
33	033-18-2057	Tellam Pavaankalyan	30	B	
34	033-18-2058	Vadlakunta Lakshmi Prasanna	30	A	
35	033-18-2059	Valipireddy Navya	30	B	
36	033-18-2060	vallata Abaga Raju	30	B	
37	033-18-2064	Yadalli Vijay Kumar	30	B	
38	033-18-2202	Betri Sai Sharanya	30	C	
39	033-18-2203	Basiboina Ajay Kumar	30	C	
40	033-18-2205	Emparuri Triveni	30	D	
41	033-18-2206	Ganguloth Sameer	30		
42	033-18-2209	Kota Hema Sundhar	30	B	
43	033-18-2210	Kuditheti Rajesh	30		
44	033-18-2211	Kruppa Sravanya	30	C	
45	033-18-2212	Kurukundula Mahan Chandra	30		
46	033-18-2213	Paladi Dharani	30	B	
47	033-18-2214	Payam Lalitha	30	B	
48	033-18-2215	Peesapati Pavani	30	C	
49	033-18-2217	Rajamandri Vijay Babu	30	C	
50	033-18-2218	Shaik Ismail	30	B	
51	033-18-2221	Velpula Sri Hari	30	B	
52	033-18-2222	Yalamandi Rajitha	30	A	
53	033-18-2223	Yedelli Pavan kalyan	30	A	


(D. Reddiah)
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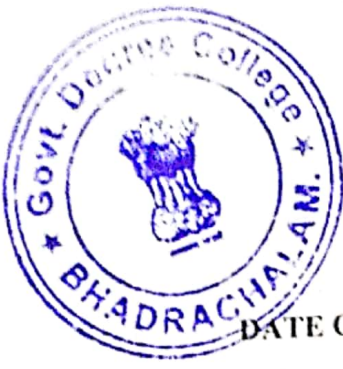
GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON SOFT KILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 21-01-2019

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-18-1002	Chinta Sriwinasa Kalyan	30	B	
2	033-18-1003	Gampa Jyothi	30	A	
3	033-18-1005	Trpa Pavani	30	A	
4	033-18-1007	Koppula Praveen	30	A	
5	033-18-1008	Podium Sunitha	30	A	
6	033-18-1009	Popdium Ammaji	30	A	
7	033-18-1011	Seelam Vineetha	30	A	
8	033-18-1012	Sunarkami Nagarjuna	30	A	
9	033-18-1014	Turram Durgamma	30	A	
10	033-18-1102	Apka Suresh	30	A	
11	033-18-1103	Boggula Sindhu	30	A	
12	033-18-1104	Bokka Mounika	30	A	
13	033-18-1105	Burka Suresh	30	B	
14	033-18-1106	Chappa Swarupa	30	A	
15	033-18-1109	Trpa Sirisha	30	A	
16	033-18-1110	Esam Kasthuri	30	A	
17	033-18-1111	Gangula Santhosh	30	A	
18	033-18-1112	Goggala Rowjanya	30	A	
19	033-18-1114	Gowri Santhosh	30	A	
20	033-18-1115	Guguloth Vamshi	30	A	
21	033-18-1116	Gurram VenuGopal	30	A	
22	033-18-1121	Karam Vinod Kumar	30	O	
23	033-18-1123	Kodime Pushpalatha	30	A	
24	033-18-1125	Konda Malathi	30	B	
25	033-18-1126	Kondru DevaRaju	30	B	
26	033-18-1128	Kunja Anusha	30	A	
27	033-18-1130	Kunja Saraswathi	30	A	
28	033-18-1131	Kursam Sujatha	30	A	
29	033-18-1132	Mallam Vennela	30	A	
30	033-18-1137	Payam Rabul	30	A	
31	033-18-1138	Penuballi Ramya	30	A	



B.A. VI Sem


GOVT DEGREE COLLEGE::BHADRACHALAM


TRAINING ON SOFT KILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 21-01-2019

LIST OF STUDENTS:

32	033-18-1139	Pusam Vijaykumar	30	A	
33	033-18-1140	Salluri Prasad	30	A	
34	033-18-1141	Salluri Veera Suman	30	A	
35	033-18-1142	Shaik Abbas	30	A	
36	033-18-1143	Sode Sowjanya	30	A	
37	033-18-1145	Sode Sunil	30	B	
38	033-18-1147	Sunnam Chalapathi	30	A	
39	033-18-1148	Tellam Spandana	30	A	
40	033-18-1149	Tadikapalli Lalitha	30	A	
41	033-18-1150	Tati Nagalakshmi	30	A	
42	033-18-1151	Tellam Kalyan	30	AB	
43	033-18-1152	Tholam Pavani	30	A	
44	033-18-1153	Thummala Ashok Kumar	30	A	
45	033-18-1154	Uike Maheshwari	30	A	
46	033-18-1155	Vaddampu Gopi Chand	30	A	
47	033-18-1156	Vajja Sathish	30	A	


(D. Reddiab)
Course Coordinator


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GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON SOFT SKILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 05/02/2021

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-18-2033	M. Ramanjaneyulu	30	A	
2	033-18-2206	Guguboth Sameer	30	A	
3	033-18-2210	Kuditheti Rajesh	30	A	
4	033-18-2219	T. Vinay Pavan	30	A	
5	033-19-2002	Bhasipogu Bhavani	30	A	
6	033-19-2003	Epa Shiva Krishna	30	C	
7	033-19-2004	Gogu Dhana Laxmi	30	A	
8	033-19-2005	Gurise Srisha	30	A	
9	033-19-2006	Jaradi Chanti	30	A	
10	033-19-2007	Kaka Dheeksha	30	A	
11	033-19-2009	Mukhi Rajitha	30	A	
12	033-19-2011	Peruballi Samakka	30	A	
13	033-19-2012	Pujari Raja Rani	30	B	
14	033-19-2014	Rajamalla Praveen	30	C	
15	033-19-2015	Sapata Mounika	30	A	
16	033-19-2016	Setti palli kalyani	30	B	
17	033-19-2017	tellam jyothi	30	B	
18	033-19-2018	Thati Swatopa	30	B	
19	033-19-2020	Varka Vamsi	30	D	
20	033-19-2202	Jaladi Srikanth	30	C	
21	033-19-2203	Kusam Srinu	30	B	
22	033-19-2204	Madakam Arvind kumar	30	D	
23	033-19-2205	Potlu Raju Nagendra babu	30	B	
24	033-19-2206	punem Sampath kumar	30	A	
25	033-19-2207	Thati Praveen	30	B	
26	033-19-2209	yellanki jahnvi	30	A	
27	033-19-2210	Alalaganti Satish	30	B	
28	033-19-2401	Balasupati Sakshi	30	A	
29	033-19-2403	chikkala kailashnadh	30	B	
30	033-19-2405	Daggumathi Sneha Latha	30	B	
31	033-19-2406	Damma Sudipna	30	A	



GOVT DEGREE COLLEGE::BHADRACHALAM

B.com IV Sem

TRAINING ON SOFT KILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 05-02-2021

LIST OF STUDENTS:

32	033-19-2407	Duggampudi kavya Sri	30	D	
33	033-19-2408	Gode Shashivardhan	30	A	
34	033-19-2409	Jabiseti kalyani	30	A	
35	033-19-2410	Kancherla Satya telasi	30	A	
36	033-19-2414	Kunja Mourika	30	B	
37	033-19-2416	Madeti Sahithi	30	A	
38	033-19-2417	Madeti Sarika	30	B	
39	033-19-2418	Mahankali Vamshi	30	O	
40	033-19-2419	Meda Lavanya	30	A	
41	033-19-2420	Midiyam Ravi	30	B	
42	033-19-2423	palani Sai Rachana	30	B	
43	033-19-2424	payam Sujana	30		
44	033-19-2425	pannaganti Ravi kishore	30	B	
45	033-19-2426	panam Ashok kumar	30	B	
46	033-19-2427	Savalam Durga prasad	30	C	
47	033-19-2430	Sonde Suresh	30	B	
48	033-19-2431	Soumitri Usharani	30	B	
49	033-19-2435	Thinga Hymavathi	30	B	
50	033-19-2436	Oake Rajesh	30	B	
51	033-19-2437	yerra vijaya laxmi	30	B	
52	033-19-2438	Kota kavya	30	A	
53	033-17-2225	Sorlam Sowjanya	30		
54	033-18-2206	Goguloth Sameer	30		
55	033-18-2210	Kudireti Rajesh	30		
56	033-18-2219	T. Vinay pavan	30		

(D. Reddiah)

Course Coordinator

Principal
Govt. Degree College
Bhadrachalam-507 111,
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GOVT DEGREE COLLEGE::BHADRACHALAM

B.A. VI Sem

TRAINING ON SOFT KILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 05/02/2021

LIST OF STUDENTS:

SL. NO	REGR.NO	NAME OF THE STUDENT	NO.OF HOURS ATTENDED	GRADE OBTAINED IN THE EXAM	REMARKS
1	033-19-1001	Kaka Venkatesh	30	D	
2	033-19-1004	Mallela Radhika	30	B	
3	033-19-1005	Nune Sunitha	30	A	
4	033-19-1006	Parsika Sirisha	30	A	
5	033-19-1007	Penuballi Sirisha	30	B	
6	033-19-1010	Shaik Masthan	30	A	
7	033-19-1011	Sheik Shabeer	30	B	
8	033-19-1012	Sode Pavan	30	B	
9	033-19-1013	Tati Muthamma	30	B	
10	033-19-1014	Vagaboina SriLaxmi	30	A	
11	033-19-1106	Tedimalla Durga Prasad	30	A	
12	033-19-1107	Kaka Ganesh	30	A	
13	033-19-1108	Kalluri Anusha	30	A	
14	033-19-1110	Komaram Thansi Rani	30	A	
15	033-19-1111	Kunja Rupavathi	30	A	
16	033-19-1112	Kursam Kanakamma	30	A	
17	033-19-1113	Kursam Raju	30	A	
18	033-19-1114	Payam Saraswathi	30	A	
19	033-19-1117	Tumula Anusha	30	B	
20	033-19-1118	Vajja Kavitha	30	B	
21	033-19-1119	Velakanti Jaswanthi	30	A	
22	033-19-1301	Balusupathi Madhukumar	30	A	
23	033-19-1302	Bathula SaiKumar	30	A	
24	033-19-1304	Degala Karuna	30	A	
25	033-19-1306	Kaka Venkatesh	30	A	
26	033-19-1307	Kappera Sri Pravallika	30	A	
27	033-19-1308	Karam Chandrashekar Aja	30	A	
28	033-19-1309	Katiboina Sravani	30	A	
29	033-19-1310	Kesupaka Sowjanya	30	A	
30	033-19-1311	Madakam Ramu	30	A	
31	033-19-1312	Mukkera Bhargavi	30	A	



GOVT DEGREE COLLEGE::BHADRACHALAM

TRAINING ON SOFT KILLS -NO OF HOURS::30

DATE OF COMMENCEMENT 05/02/2021

BA .VI Sem

LIST OF STUDENTS:

32	033-19-1313	Nalla Nagasri	30	A	
33	033-19-1314	Punem Krishna Prashanth	30	B	
34	033-19-1316	Ravva Ramesh	30	A	
35	033-19-1318	Shaik Shareeb	30	D	
36	033-19-1319	Tellam Mahesh	30	A	
37	033-19-1320	Vasam Naveen Kumar	30	B	
38	033-19-1502	Bhukya Vinod	30	A	
39	033-19-1503	Delli Navysri	30	A	
40	033-19-1506	Kangala Sindhu	30	A	
41	033-19-1507	Kanithi Anusha	30	A	
42	033-19-1508	Karam Sahithya	30	A	
43	033-19-1509	Komaram Satwika	30	B	
44	033-19-1513	Madakam Sai Sunil	30	B	
45	033-19-1514	Madivi Nanda Kishore	30	D	
46	033-19-1515	Maram Subba Reddy	30	A	
47	033-19-1516	Naram Porvathi	30		
48	033-19-1520	Sheik Sadiq	30	B	
49	033-19-1521	Talari Sravani	30	A	
50	033-19-1601	Barla Manikanta Sai Kumar	30	B	
51	033-19-1602	Benya Sisindri	30	A	
52	033-19-1603	Botra Raju	30	A	
53	033-19-1606	Degala Vinay	30	A	
54	033-19-1607	Tripa Kaveri	30	B	
55	033-19-1608	Tetti Pavan	30	A	
56	033-19-1609	Kanugula Naresh	30	A	
57	033-19-1610	Kokkireni Nagaraju	30	A	
58	033-19-1612	Korsa Hema Lakha	30	B	
59	033-19-1613	Mithipati Sai Teja	30	A	
60	033-19-1614	Mutyala Sai	30	A	
61	033-19-1615	Regalla Rama Krishna	30	A	
62	033-19-1616	Regalla Suma	30	A	
63	033-19-1619	Sodi Seetha	30	A	
64	033-19-1621	Vadlanapu Ravali	30	A	

(D. Reddiab)
Course Coordinator

(Signature)
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