

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE

ACADEMIC YEAR 2021-2022



GOVERNMENT DEGREE COLLEGE

PALAKONDA

**PARVATHIPURAM MANYAM
DISTRICT**

Academic Year: 2021-22

Resolution

20-01-2022

We the in-charge , the head of the department of English , Sri.P .Rama Rao and N.Sankara Babu , lecturer in English , have met today on 20-01-2022 in the Department and have unanimously resolve to organize a certificate course on Communication skills . In this regard, it is resolved to take classes everyday from 22-01-2022 to 09-03-2022 between 1.00 P.M to 2.00 P.M

Signature of the lecturer

N. Sankara Babu

Head of the Dept In-charge

P. Rama Rao
Lecturer in English
Govt. Degree College
- Palakonda

To
The Principal
Government Degree College
Palakonda

Palakonda
20-01-2022

Respected sir,

Sub: Seeking permission to conduct certificate course on Communication skills from 22-01-2022 to 09-03-2022 -Request- Regarding.

In obedience to the subject cited above , I Sri.P.Rama Rao the in charge and the other members of the department of English N.Sankara Babu bring to your kind notice that we wish to conduct a certificate course on Communication Skills from 22-01-2022 to 09-03-2022 between 1.00 P.M to 2.00 P.M daily in Room No-3.for third year BA/B.Com/B.Sc students. Hence we humbly request you to consider our submission and accord permission for conducting certificate course on the date mentioned above.

We shall be highly grateful to you for the kind of your kindness.

Thanking you sir.

Yours faithfully,

P. Rama Rao
Lecturer in English
Govt. Degree College
Palakonda

Permitted
Gururaj
GOVT. DEGREE COLLEGE
PALAKONDA
Barvathipuram Manyam Dist.

Circular

20-01-2022

All the students are informed that a certificate course on Communication skills is planned by Department of English from 22-01-2022 to 09-03-2022 between 1.00 P.M to 2.00 P.M daily in Room No-3. Hence the students of 3rd year BA/B.Com/B.Sc are informed to avail this opportunity without fail.

Signatures of the lecturer

N. V. R.

Signature of the In-charge

M. P. N.

Lecturer in English
Govt Degree College
Balakonda

II BA Jay

II B.Com J. Perambur

II M.C.A. A.

III B.Sc. A.

Certificate Course on Communication Skills

STUDENT REGISTRATION/ ENROLLMENT COPY

Sl.No	Name of the student	Regd Number	Signature of the student
1	A.Chandrudamma	CCS21001	A.Chandrudamma
2	A.Hemalatha	CCS21002	A.Hemalatha
3	A.Chandrashkhar	CCS21003	A.Chandra sskhar
4	A.Vasanth Kumari	CCS21004	A.Vasanth kumari
5	B.Rama Krishna	CCS21005	B.Rama Krishna
6	B.Gowreeswara Rao	CCS21006	B.Rama Krishna
7	B.Ganesh	CCS21007	B.Ganesh
8	B.Pavani	CCS21008	B.Pavani
9	D.Jagadeesh	CCS21009	D.Jagadeesh
10	G.Balaji	CCS21010	G.Balaji
11	J.Vijaya Kumar	CCS21011	J.Vijaykumar
12	K. Kalyani	CCS21012	P. Kalyani
13	K. Ganesh	CCS21013	K.Ganesh
14	K. Prasad	CCS21014	K. Prasad
15	K.Varalashmi	CCS21015	K. varalashmi
16	L. Uma Maheswara Rao	CCS21016	L. Uma Maheswara Rao
17	A.Tarun	CCS21017	A.Tarun
18	B.Murali Krishna	CCS21018	B.murali Krishna
19	B.Sumathi	CCS21019	B. Sumathi
20	B.Kiran kumar	CCS21020	B. kirankumar
21	Ch.Narasimhulu	CCS21021	ch. Sainaidh
22	Ch. Sainaidh	CCS21022	Ch. Sainaidh
23	A.Dilleswari	CCS21023	A.Dilleswari
24	D.Ramesh	CCS21024	D.Ramesh
25	G.Chandrasekhar	CCS21025	G. Chandrasekhar
26	G.Sowjanya	CCS21026	G. Sowjanya
27	K.Venugopala naidu	CCS21027	G.Sowjanya
28	K.Satish	CCS21028	K. Satish
29	K.Krishna Veni	CCS21029	K. Krishna Veni
30	K.Mohana Rao	CCS21030	K. Mohana Rao
31	K.Murali Mohan	CCS21031	K. Murali Mohan
32	A.Dhanamma	CCS21032	A. Dhanamma
33	A.Vineetha	CCS21033	A. Vineetha
34	G.Tharun	CCS21034	G. Tharun
35	G.Mounika	CCS21035	G. Mounika
36	G.Bala Saraswathi	CCS21036	G. Bala Saraswathi
37	G.Lakshmi Devi	CCS21037	G. Lakshmi Devi
38	K.Dileep	CCS21038	K. Dileep
39	K.Meghamala	CCS21039	K. Meghamala
40	K.Supriya	CCS21040	K. Supriya
41	K.Kiran	CCS21041	K. Kiran

Certificate Course on Communication Skills

<u>42</u>	<u>K.Thamma Rao</u>	<u>CCS21042</u>	<u>K.Thamma Rao</u>
<u>43</u>	<u>K.Santhoshi kumar</u>	<u>CCS21043</u>	<u>K. Santhoshi kumar.</u>
<u>44</u>	<u>M.Anitha</u>	<u>CCS21044</u>	<u>M. Anitha</u>
<u>45</u>	<u>A.Sandhya Rani</u>	<u>CCS21045</u>	<u>A. Sandhyarani</u>
<u>46</u>	<u>A.Vinay</u>	<u>CCS21046</u>	<u>A. Vinay</u>
<u>47</u>	<u>A.Sumanth</u>	<u>CCS21047</u>	<u>A. Sumanth</u>
<u>48</u>	<u>A.Rajeev</u>	<u>CCS21048</u>	<u>A. Rajeev</u>
<u>49</u>	<u>A.Ramya</u>	<u>CCS21049</u>	<u>A. Ramya</u>
<u>50</u>	<u>A.Kowsalya</u>	<u>CCS21050</u>	<u>A. Kowsalya</u>
<u>51</u>	<u>B.Akhil</u>	<u>CCS21051</u>	<u>B. Akhil</u>
<u>52</u>	<u>B.Padmavathi</u>	<u>CCS21052</u>	<u>B. Padmavathi</u>
<u>53</u>	<u>B.Rajkumar</u>	<u>CCS21053</u>	<u>B. Rajkumar</u>
<u>54</u>	<u>C.Hemalatha</u>	<u>CCS21054</u>	<u>C. Hemalatha</u>

2021-22

Jan

PUPIL'S ATTENDANCE REGISTER

NAME OF THE INSTITUTE

Admission No.	Name of the Pupil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	A. Aketh. Chandrakona	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Abotula Hemalatha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	A. Chandre Sekter	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	A. Valanth. Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	B. Rama Kricho	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	B. Gowreemur Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	B. Ganesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	B. Pavani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	D. Jagadeesh Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	G. Balaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	J. Vijaya Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	K. Kalyani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	K. Ganesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	K. Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	K. Varalakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	L. Uma Maheswari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	B. A. Tarun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	B. B. Murali Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	B. Sumathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	B. Kiran Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Ch. Namishida	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Ch. Sai Naidu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	A. Dileswari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	D. Ramesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	G. Chandre Sukhul	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	G. Sowjanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	K. Venu Anil Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	K. Satish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	K. Krishna Veni	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Number Present M Daily E																
Initials M E																

No. on Roll at the Beginning of month, Admitted during the month, Left No. on roll at end of month

Communication Staff

March 2021-22

22-01-22 to 09-03-22

54

FOR THE MONTH OF

Section : Place :

No. of Days Present	No. of Days Absent	Date of Birth	Roll No.	Remarks
31			CCS 2201	
30			CCS 2102	
29			CCS 2103	
28			CCS 2104	
27			CCS 2105	
26			CCS 2106	
25			CCS 2107	
24			CCS 2108	
23			CCS 2109	
22			CCS 2110	
21			CCS 2111	
20			CCS 2112	
19			CCS 2113	
18			CCS 2114	
17			CCS 2115	
16			CCS 2116	
15			CCS 2117	
14			CCS 2118	
13			CCS 2119	
12			CCS 2120	
11			CCS 2121	
10			CCS 2122	
9			CCS 2123	
8			CCS 2124	
7			CCS 2125	
6			CCS 2126	
5			CCS 2127	
4			CCS 2128	
3			CCS 2129	
2				
1				

No. of Working days, Average Attendance during the month, No. on Roll during month

2021-22 Jan

NAME OF THE INSTITUTE

PUPIL'S ATTENDANCE REGISTER

S.No.	Admission No.	Name of the Pupil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
30		K. Mohana Rao	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P
31		K. Murali Mohan	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
32	CB2	A. Dharamma	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
33		A. Vinatha	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
34		G. Tharu	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
35		G. Manjika	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
36		G. Bale Saravathi	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
37		G. Lakshmi Devi	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
38		K. Dilraj	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
39		K. Meghala	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
40		K. Supriya	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
41		K. Kiran	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
42		K. Thammara	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
43		K. Santhoshi Kumar	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
44		M. Anitha	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
45	na	A. Sandhya Rao	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
46		A. Vinay	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
47		A. Sumanth	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
48		A. Rajeev	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
49		A. Remya	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
50		A. Kowsalya	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
51		B. Akhila	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
52		B. Padmavathi	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
53		B. Rajkumar	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
54		C. Hemalatha	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P

Number Present M
Daily E

Initials M
E

No. on Roll at the Beginning of month Admitted during the month Left No. on roll at end of month

22-01-2022 to 09-03-2022

March

2021-22

FOR THE MONTH OF

Section :

Place :

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days Present	No. of Days Absent	Date of Birth	Remarks
P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P				Cloning by CCS2130
P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P				
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2132
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2133
P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2134
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2135
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2136
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2137
P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2138
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2139
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2140
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2141
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2142
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2143
P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2144
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2145
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2146
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2147
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2148
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2149
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2150
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2151
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2152
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2153
P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P				CCS2154
DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM				

No. of Working days Average Attendance during the month No. on Roll during month

SH

Department of English

Certificate Course Name : Communication Skills

(Total hours - 30)

Learning Outcomes:

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

- The student will be able to pronounce letters & words
- The students can learn Vowel sounds and consonant sounds
- The students will be able to do syllabification
- The students can learn stress and rules of word stress

SYLLABUS

1. Definition and Importance of Communication
2. L,S,R & W Importance of LSRW
3. Strategies for developing Listening
4. Strategies for developing Listening
5. Strategies for developing Listening
6. Strategies for developing Listening
7. Approach Student Centric Approaches
8. JAMs, Role Plays, Group Discussion, Seminars
9. Tasks for enhancing writing skill
10. Paragraph writing-Letter Writing & Report Writing

Department of English

Certificate Course Name : Communication Skills

Evaluation Process

ANSWER ALL QUESTIONS

Section-I

1) Answer the following question. 5X2=10

- 1) Definition of communication & Importance of communication**
- 2) Strategies for developing for Listening.**
- 3) Strategies for developing for Speaking**
- 4) Strategies for developing for Reading**
- 5) Strategies for developing for writing.**

Section_II

- 1) Reading Comprehension -5 Marks**
- 2) Listening Comprehension- 5 Marks**
- 3) Letter writing – 5 Marks 5 Marks**



Government Degree College

Palakonda.

Department of English

Certificate

This is to certify that Ms Akella Chandrudamma student of III Year BA Regd ID CCS2101 has under gone Four Weeks training on Communication skills from 22/01/2022 to 09/03/2022 during the academic year 2021-2022.

P. Ramesh
Lecturer in English
Govt. Degree College
Palakonda

Principals
~~Principals~~
GDC PALAKONDA
parvathipuram Manyam Dt.

Principals
PRINCIPAL
GOVT. DEGREE COLLEGE
PALAKONDA
parvathipuram Manyam Dist.

2021-2022



Certificate Course on Communication Skills.

