

VISVODAYA GOVERNMENT DEGREE COLLEGE

(Accredited by NAAC with B Grade)

VENKATAGIRI, SPSR NELLORE (Dt.) - 524132



CERTIFICATE COURSE IN SOFT SKILLS

25-10-2017 to 04-12-2017

DEPARTMENT OF ENGLISH

DEPARTMENT MEETING & RESOLUTIONS

The lecturers of the department of English met at English Language Lab on 20 October 2017 at 4 PM and passed the following resolutions:

1. It is decided to conduct a 30-hour certificate course in “*Soft Skills*” for the first year students.
2. A detailed schedule of the course is prepared.
3. Syllabus for the course is to be designed in 3 days.
4. The classes to be conducted from 25-10-2017 to 04-12-2017.
5. The classes will be held between 4.00 and 5.00 p.m. every evening.
6. It is decided to take the attendance in every session.
7. A test is to be conducted at the end of the course to issue the certificates.

The above resolutions are discussed with the principal on 21-10-2017 and his permission is obtained to run the course. The suggestions of the principal are also to be included in the resolutions.



Lecturer



Course Coordinator



Principal
PRINCIPAL

Visvodaya Govt. Degree College
Venkatagiri - 524132



About the Course:

Title of the Course	Certificate Course in “Soft Skills”
Duration	30 Hours
Conducted by	English department
No. of Students Enrolled	30
Course Coordinator	Dr. Y. Malyadri
Resource Person	Dr. Y. Malyadri

Objectives of the course:

The following are the objectives of the course

- ❖ To inculcate the good soft skills among the learners.
- ❖ To give ample scope for building positive attitude and imbibing desirable etiquette among the students.
- ❖ To enable them to acquire desirable body language.
- ❖ To build positive attitude.
- ❖ To imbibe proper etiquette among the students.
- ❖ To create effective team workmanship and leadership qualities.
- ❖ To make them aware of themselves by teaching SWOC analysis.

Learning outcomes of the course

By the completion of the course student will be able to

- ❖ Understand the importance of communication skills in personal and professional environment.
- ❖ Improve communication skills.
- ❖ Enhance English speaking abilities.
- ❖ Speak English with fluency and confidence in day to day to life.
- ❖ Build leadership qualities.
- ❖ Develop decision making skills.
- ❖ Cultivate good body language.



S. Saiheer
Principal (FAC)
Visvodaya Government Degree College
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SPSR Nellore Dist-524 132

21-10-2017

CIRCULAR

Department of English

It is hereby informed to all the first year students that the department of English is going to organize a certificate course in “*Soft Skills*” from 25-10-2017. The course is for 30 hours and the classes will be held on working days. Certificates are issued to all regular participants. Interested candidates can enroll your names at English department.



Course Coordinator


Principal (FAC)

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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN SOFT SKILLS
(October to December 2017)
Course Syllabus

S.No	Topic	Hours Required
1.	Body Language	2
2.	Communication Skills	5
3.	Personality Development	3
4.	Presentation Skills	2
5.	Time Management	2
6.	Etiquette	2
7.	Motivation	2
8.	Positive Thinking	3
9.	Interpersonal Communication	2
10.	SWOC Analysis	3
11.	Team Skills & Leadership	3
12.	Test	1



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List of Students Enrolled for the Course

S.No	Name of the Student	Group
1.	A. Naresh	B.Com (CA)
2.	S. Sai Kumar	B.Com (CA)
3.	K. Venkata Krishna	B.Com (CA)
4.	N. Sudheer	B.Com (CA)
5.	Sd. Izaz Ahmed	B.Com (CA)
6.	P. Balu	B.Com (CA)
7.	S. Sivaiah	B.Com (CA)
8.	R. Venkateswarlu	B.Com (CA)
9.	A. Keerthi	B.Sc., (BZC)
10.	B. Thanuja	B.Sc., (BZC)
11.	N. Neelanjali	B.Sc., (BZC)
12.	K. Jyothi	B.Sc., (BZC)
13.	Sk. Haseena	B.Sc., (BZC)
14.	B. Naveen Kumar	B.Sc., (BZC)
15.	T. Santhi	B.Sc., (BZC)
16.	R. Swathi	B.Sc., (BZC)
17.	N. Swathi	B.Sc., (BZC)
18.	Y. Mounika	B.Sc., (BZC)
19.	S. Mahendra	B.Sc., (MPC)
20.	V. Jaya Lakshmi	B.Sc., (MPC)
21.	A. Balaji	B.Sc., (MPC)
22.	Ch. Pavan Kalyan	B.Sc., (MPCs)
23.	K. Suneel Kumar	B.Sc., (MPC)
24.	Y. Maheswari	B.Sc., (MPCs)
25.	P. Subrahmanyam	B.Sc., (MPCs)
26.	K. Manorama	BA (HEP)
27.	G. Niharitha	BA (HEP)
28.	G. Sai Lalitha	BA (HEP)
29.	Ch. Dinesh	BA (HEP)
30.	A. Mahesh	BA (HEP)



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Assessment:

At the end of the course, an assessment test was carried out through Multiple Choice Questions. A total of 25 questions were asked and each correct answer carried 01 marks. The minimum mark for awarding a certificate was 15.

Marks of the end exam

S.No.	Name of the Student	Marks
1.	A. Naresh	22
2.	S. Sai Kumar	23
3.	K. Venkata Krishna	21
4.	N. Sudheer	18
5.	Sd. Izaz Ahmed	24
6.	P. Balu	23
7.	S. Sivaiah	21
8.	R. Venkateswarlu	17
9.	A. Keerthi	19
10.	B. Thanuja	21
11.	N. Neelanjali	22
12.	K. Jyothi	23
13.	Sk. Haseena	22
14.	B. Naveen Kumar	21
15.	T. Santhi	18
16.	R. Swathi	17
17.	N. Swathi	22
18.	Y. Mounika	24
19.	S. Mahendra	21
20.	V. Jaya Lakshmi	20
21.	A. Balaji	17
22.	Ch. Pavan Kalyan	18
23.	K. Suneel Kumar	20
24.	Y. Maheswari	19
25.	P. Subrahmanyam	21
26.	K. Manorama	22
27.	G. Niharitha	19
28.	G. Sai Lalitha	21
29.	Ch. Dinesh	23
30.	A. Mahesh	22



S. Sai Kumar
Principal (FAC)
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Certificate



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DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN SOFT SKILLS

(18-08-2018 to 04-10-2018)

CERTIFICATE

This is to certify that A. Naresh of I B.Com attended a 30-hour certificate course in Soft Skills conducted by the department of English from 25-10-2017 to 04-12-2017 during the academic year of 2017-2018.

Course Coordinator

Principal



S. Saihobu
Principal (FAC)
Visvodaya Government Degree College
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Photo Gallery



S. Saikeer
Principal (FAC)
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