

VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI, SPSR NELLORE (Dt.) - 524132



CERTIFICATE COURSE IN
“COMMUNICATION SKILLS”

FEBRUARY & MARCH 2021

DEPARTMENT OF ENGLISH

DEPARTMENT MEETING & RESOLUTIONS

The two lecturers of the department of English met at English Language Lab on 02-02-2021 at 4p.m and came up with the following resolutions:

1. To conduct a 40-hour certificate course in Communication Skills for the first year students who joined the college in January 2021.
2. To prepare a detailed schedule of the course.
3. To design a functional syllabus for the course.
4. Classes to be conducted from 08-02-2021 to 20-03-2021.
5. Timings are between 4.00 and 5.00 p.m. daily.
6. To take the attendance in every session.
7. Opportunity to be given to interested students of any group from semester-1.
8. To give ample scope for speaking among the students rather than lecture method of teaching.
9. To conduct a test at the end of the course.
10. To issue certificates to all the regular participants.

The above resolutions are discussed with the principal on 03-02-3021 and his permission is obtained to run the course. The suggestions of the principal are also to be included in the resolutions.

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Lecturer

[Handwritten Signature]
Course Coordinator

[Handwritten Signature]
Principal



Date: 04-02-2021

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 "Communication Skills" for the first year students from 08-02-2021. The course is for 40 hours and the classes will be held on working days. Certificates are issued to all regular participants. Interested candidates can enroll their names at English department.



Course coordinator



PRINCIPAL

Visvodaya Govt. Degree College
VENKATAGIRI-524132
SPSR. Nellore Dt., A.P.



DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN COMMUNICATION SKILLS
FEBRUARY & MARCH 2021

List of Students Enrolled for the Course

S.No	Name of the Student	Group
1.	N. Thanura	BZC
2.	M.Veeramma	BZC
3.	V. Priyanka	BZC
4.	D. Chandana	BZC
5.	G. Prasanna	BZC
6.	P. Apurva	BZC
7.	P. Kechar	BZC
8.	J. Tirumala	BZC
9.	M. Devi	BA
10.	P. Sai Kumar	BA
11.	S. Narasimha	BA
12.	P. Mahendra	BA
13.	G. Kalyan	BA
14.	T. Jaya Prakash	BA
15.	K. Mounika	B.Com
16.	A. Bindhu	B.Com
17.	Ch. Prasanna	B.Com
18.	Ch. Krishnaveni	B.Com
19.	A. Srinivasulu	B.Com
20.	B. Raja	B.Com
21.	G. Vamsi	B.Com
22.	M. Venkateswarlu	B.Com
23.	M. Suresh	B.Com
24.	N. Vasu	B.Com
25.	N. Nagaraju	B.Com
26.	SK. Alveena Sulthana	MPCs
27.	SK. Fayaz	MPCs
28.	V. Muni Krishna	MPCs
29.	P. Vamsi Krishna	MPCs
30.	L. Ramesh	MPCs


Course Coordinator




Principal
PRINCIPAL

Visvodaya Govt. Degree College
VENKATAGIRI-524132
SPSR, Nellore Dt. AP.

Objectives of the course:

The following are the general and specific objectives of the course

- ❖ To inculcate the habit of speaking in English on the campus
- ❖ To enable them to overcome Anglophobia
- ❖ To make them use English in their day-to-day lives
- ❖ To imbibe proper etiquette among the students
- ❖ To create interest and passion for English
- ❖ To bridge the gap created during the COVID-19 lockdown period

Learning outcomes of the course:

By the completion of the course the student will be able to

- ❖ Understand the importance of communication skills in personal and professional life.
- ❖ Overcome the Anglophobia.
- ❖ Find ways to enhance communication skills.
- ❖ Cultivate proper etiquette in personal and professional conversations.



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Syllabus of the Course

S.No	Topic	Hours Required
1.	Greetings & Wishes	2
2.	Making Requests	2
3.	Seeking Permission	2
4.	Offering	1
5.	Making Suggestions	2
6.	Giving Advice	2
7.	Giving Instructions	2
8.	Expressing Gratitude	1
9.	Apologizing	2
10.	Presenting One's Skills	3
11.	Classroom Conversation	5
12.	Telephone Communication	4
13.	Seeking Information	4
14.	Role-Plays	5
15.	Test	2



R. Anu
PRINCIPAL
Visvodaya Govt. Degree College
VENKATAGIRI-524132
SPSR.Nellore Dt.. A.P.

Department of English
Certificate course in Communication Skills (2020-2021)
Student Attendance

S.No	Name of the student	Session & Attendance												
		1	2	3	4	5	6	7	8	9	10	11	12	13
1.	N. Thanura	/	/	/	/	a	/	/	/	/	/	/	/	/
2.	M. Veeramma	/	/	/	/	/	/	/	a	/	/	/	/	a
3.	V. Priyanka	/	a	/	/	/	/	/	/	/	/	/	/	/
4.	D. Chandana	/	/	/	/	/	/	/	/	/	a	/	/	/
5.	G. Prasanna	/	/	/	a	/	/	/	/	/	/	a	/	/
6.	P. Apurva	/	a	/	/	/	/	a	/	/	/	/	/	/
7.	P. Kechar	/	/	/	/	/	/	/	/	/	/	/	/	a
8.	J. Tirumala	/	/	/	/	/	/	/	/	/	/	/	a	/
9.	M. Devi	a	/	/	/	/	/	/	/	/	/	/	/	/
10.	P. Sai Kumar	/	a	/	/	/	/	/	/	/	/	/	/	/
11.	S. Narasimha	/	/	/	/	/	/	a	/	/	/	/	/	/
12.	P. Mahendra	/	/	a	/	/	/	/	/	/	/	/	/	/
13.	G. Kalyan	/	/	/	/	/	a	/	/	a	/	/	/	/
14.	T. Jaya Prakash	a	/	/	/	/	/	/	/	/	/	/	/	/
15.	K. Mounika	/	/	/	/	a	/	/	/	/	/	/	/	/
16.	A. Bindhu	/	a	/	/	/	/	/	/	/	/	/	/	/
17.	Ch. Prasanna	/	/	/	/	/	/	/	/	/	/	/	/	/
18.	Ch. Krishnaveni	/	/	/	/	/	/	/	/	/	/	/	/	/
19.	A. Srinivasulu	/	/	a	a	/	/	/	/	/	/	/	/	a
20.	B. Raja	a	/	/	/	/	/	/	/	/	/	/	/	/
21.	G. Vamsi	/	a	/	/	/	/	/	/	/	/	/	/	/
22.	M. Venkateswarlu	/	/	/	/	/	/	/	/	/	/	/	/	/
23.	M. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/
24.	N. Vasu	/	/	/	/	/	/	/	/	/	/	/	/	/
25.	N. Nagaraju	/	/	/	/	/	/	n	/	/	/	/	/	/
26.	SK. Alveena Sulthana	/	/	/	/	/	a	/	/	/	/	/	/	a
27.	AK. Fayaz	/	/	/	/	/	/	/	/	/	/	a	/	/
28.	V. Muni Krishna	/	a	/	/	n	/	/	/	/	a	/	/	/
29.	P. Vamsi Krishna	a	/	/	/	/	/	/	/	/	/	/	a	/
30.	L. Ramesh	/	/	/	/	/	/	/	/	a	/	/	/	/




Teacher signature: [Handwritten signatures]

PRINCIPAL
 Visvodaya Govt. Degree College
 Venkatagiri - 524132

Department of English
Certificate course in Communication Skills (2020-2021)

Student Attendance

S.No	Name of the student	Session & Attendance													
		14	15	16	17	18	19	20	21	22	23	24	25	26	
1.	N. Thanura	/	/	/	/	a	/	/	/	/	/	a	/	/	
2.	M. Veeramma	a	/	/	/	/	/	a	/	/	/	/	/	a	
3.	V. Priyanka	/	a	/	/	/	/	/	/	/	a	/	/	/	
4.	D. Chandana	/	/	a	/	/	/	/	a	a	/	/	/	/	
5.	G. Prasanna	/	/	/	a	/	/	/	/	/	/	a	/	/	
6.	P. Apurva	/	/	/	/	a	/	a	/	/	/	/	a	/	
7.	P. Kechar	/	/	/	/	/	a	/	/	/	a	/	/	/	
8.	J. Tirumala	/	a	/	/	/	/	/	a	/	/	/	/	/	
9.	M. Devi	/	/	a	/	/	/	/	/	/	/	/	/	/	
10.	P. Sai Kumar	a	/	/	/	/	/	a	/	/	/	/	a	/	
11.	S. Narasimha	/	/	/	a	/	/	/	/	/	/	/	/	/	
12.	P. Mahendra	/	/	/	/	/	a	/	/	/	/	/	/	a	
13.	G. Kalyan	/	/	/	/	a	/	/	a	/	/	a	/	/	
14.	T. Jaya Prakash	/	/	a	/	/	/	/	/	/	/	/	/	/	
15.	K. Mounika	/	/	/	/	/	/	a	/	/	a	/	/	/	
16.	A. Bindhu	/	a	/	/	/	/	/	/	/	/	/	/	/	
17.	Ch. Prasanna	/	/	/	a	/	/	/	/	/	/	/	/	/	
18.	Ch. Krishnaveni	/	/	/	/	a	/	/	/	/	/	/	a	a	
19.	A. Srinivasulu	/	/	/	/	/	a	/	/	/	a	/	/	/	
20.	B. Raja	a	/	a	/	/	/	/	a	/	/	/	/	/	
21.	G. Vamsi	/	/	/	/	/	/	a	/	/	/	/	/	/	
22.	M. Venkateswarlu	/	a	/	/	/	/	/	/	a	/	a	/	a	
23.	M. Suresh	/	/	/	/	/	/	a	/	/	a	/	/	/	
24.	N. Vasu	/	/	/	a	/	/	/	/	/	/	/	/	/	
25.	N. Nagaraju	/	/	a	/	/	/	/	a	/	/	/	a	/	
26.	SK. Alveena Sulthana	a	/	/	/	/	/	/	/	a	/	/	a	a	
27.	AK. Fayaz	/	/	/	/	a	/	/	/	/	/	/	a	/	
28.	V. Muni Krishna	/	/	/	a	/	/	/	/	a	/	a	/	/	
29.	P. Vamsi Krishna	/	/	/	/	/	a	/	/	/	/	/	a	/	
30.	L. Ramesh	/	/	/	/	/	a	/	/	/	/	/	/	/	
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Department of English
Certificate course in Communication Skills (2020-2021)
Student Attendance

S.No	Name of the student	Session & Attendance														
		27	28	29	30	31	32	33	34	35	36	37	38	39	40	
1.	N. Thanura	a	/	a	/	/	/	/	/	/	/	/	/	a	/	34
2.	M. Veeramma	/	/	/	/	/	a	/	/	/	/	a	/	/	/	33
3.	V. Priyanka	/	/	/	a	/	/	/	/	a	/	/	/	/	/	35
4.	D. Chandana	/	a	/	/	/	/	/	/	/	a	/	/	/	a	34
5.	G. Prasanna	/	/	/	/	a	/	/	/	/	/	a	/	/	/	34
6.	P. Apurva	/	/	/	/	/	/	/	a	/	/	/	/	/	/	34
7.	P. Kechar	/	/	/	a	/	/	/	/	/	a	/	/	/	a	34
8.	J. Tirumala	a	/	/	/	/	/	/	/	a	/	a	/	/	/	34
9.	M. Devi	/	a	/	/	/	/	/	/	/	/	/	a	/	/	34
10.	P. Sai Kumar	/	/	/	/	/	/	/	a	/	/	/	/	/	/	35
11.	S. Narasimha	/	/	a	/	/	/	/	/	/	/	a	/	/	/	36
12.	P. Mahendra	/	/	/	/	/	/	/	a	/	/	/	/	/	/	36
13.	G. Kalyan	/	/	/	/	a	/	/	/	/	/	/	/	/	/	34
14.	T. Jaya Prakash	/	/	/	/	/	a	/	/	/	/	/	/	a	/	36
15.	K. Mounika	/	/	/	/	/	/	a	/	/	/	/	/	/	/	36
16.	A. Bindhu	/	/	a	/	/	/	/	/	/	a	/	/	/	a	35
17.	Ch. Prasanna	/	/	/	/	/	a	/	/	/	/	a	/	/	/	34
18.	Ch. Krishnaveni	a	/	/	/	/	/	/	/	a	/	/	/	/	/	35
19.	A. Srinivasulu	/	/	/	/	/	/	a	/	/	/	/	/	/	/	36
20.	B. Raja	/	a	/	/	a	/	/	/	/	/	/	/	/	/	33
21.	G. Vamsi	/	/	/	a	/	/	/	/	/	/	/	a	/	/	36
22.	M. Venkateswarlu	/	/	/	/	/	/	a	/	/	/	a	/	/	/	34
23.	M. Suresh	/	/	/	/	/	a	/	/	/	/	/	/	/	/	34
24.	N. Vasu	/	/	a	/	/	/	/	/	a	/	/	/	/	a	36
25.	N. Nagaraju	/	/	/	a	/	/	/	/	/	a	/	/	a	/	33
26.	SK. Alveena Sulthana	/	a	/	/	a	/	/	/	/	/	/	a	/	/	31
27.	AK. Fayaz	a	/	/	/	/	/	a	/	/	/	/	/	/	/	35
28.	V. Muni Krishna	/	/	a	/	/	/	/	/	a	/	/	/	a	/	31
29.	P. Vamsi Krishna	/	/	/	a	/	/	/	/	/	/	/	a	/	/	34
30.	L. Ramesh	/	/	/	/	/	/	/	/	a	/	/	/	a	/	36

Lecturer signature

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 Venkatagiri - 524132

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.	N. Thanura	24
2.	M.Veeramma	18
3.	V. Priyanka	23
4.	D. Chandana	19
5.	G. Prasanna	18
6.	P. Apurva	17
7.	P. Kechar	23
8.	J. Tirumala	21
9.	M. Devi	23
10.	P. Sai Kumar	25
11.	S. Narasimha	21
12.	P. Mahendra	20
13.	G. Kalyan	21
14.	T. Jaya Prakash	20
15.	K. Mounika	19
16.	A. Bindhu	20
17.	Ch. Prasanna	23
18.	Ch. Krishnaveni	19
19.	A. Srinivasulu	20
20.	B. Raja	18
21.	G. Vamsi	20
22.	M. Venkateswarlu	21
23.	M. Suresh	17
24.	N. Vasu	18
25.	N. Nagaraju	19
26.	SK. Alveena Sulthana	24
27.	AK. Fayaz	20
28.	V. Muni Krishna	19
29.	P. Vamsi Krishna	21
30.	L. Ramesh	20



K. Anurag
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SPSR, Nellore Dt. A.P.

Certificate



VISVODAYA GOVT. DEGREE COLLEGE

VENKATAGIRI, SPSR NELLORE Dt., A.P. 524132



DEPARTMENT OF ENGLISH

***CERTIFICATE COURSE IN COMMUNICATION SKILLS
(FEBRUARY AND MARCH 2021)***

CERTIFICATE

*This is to certify that G.Prasanna of I BZC attended a 40-hour certificate course in
Communication Skills conducted by the department of English from 08-02-2021 to 20-03-
2021 during the academic year of 2020-2021.*

Course Coordinator

Principal



R. Anand
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SPSR.Nellore Dt., A.P.

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