



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Allurisitarama Raju -District, AP.



Est:1985 NAAC "C" Grade phone no: 08935 250013 Email.ID :Paderu.jkc@gmail.com.

DEPARTMENT OF ENGLISH

Certificate Course in Communication and Soft Skills A.Y 2022 - 2023

From
The Course Coordinators
Dept of English
Govt Degree College
Paderu

To
The Principal
Govt Degree College
Paderu

Sir,

Sub: Proposal for starting Certificate Course in Communication and Soft Skills in English to B.A.,B.Sc.,B.Com. students of our college – Request regarding.

Our department of English is planning to start a certificate course in 'Communication and Soft Skills in English' to the students of all groups. This course can enhance the skills of communication, personality development and disciplinary attitude of a student at professional areas. It also makes the students self employable and entrepreneurs.

In this regard we humbly request your esteemed self to conduct staff council meeting for discussing the syllabus and course outcomes.

Thanking you sir,

Yours faithfully,
The Dept of English
Gdc, Paderu.

1) P. Koteswara Rao
2) M. Aswani Reddy
3) G. Gowri Sankara Rao
4) B. Ambeth Kumar
Principal
Govt. Degree College
PADERU-531024
Alluri Sitharama Raju Dist.



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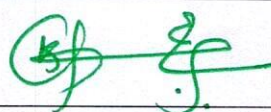
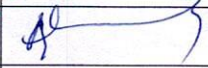
DEPARTMENT OF ENGLISH

Minutes of the Meeting

The following are the minutes of the meeting is held on 29.10.2022 for starting a certificatecourse in 'Communication and Soft Skills in English' for I,II&IIIrd Year students.

1. It is proposed to start a certificate course in 'Communication and Soft Skills' for the students of all groups during the academic year 2022- 2023.
2. It is proposed to endorse Sri P.Koteswara Rao , M. Aswani Reddy, G.Gowrisankara Rao as course coordinators.
3. It is suggested to the coordinators to enroll maximum number of students for the certificate course
4. It is also discussed to use Virtual class room and other equipment s to teach in an easyway.
5. It is also discussed how we can motivate the students towards the course

Members of the committee during minutes

S NO	Name of the Lecturer	DESIGNATION	SIGNATURE
1	P.Kotewara Rao	Lecturer in English., IQAC., Coordinator	
2.	M.Aswani Reddy	Lecturer in English	
3	Sri A.Muralidara Rao	Lecturer in Economy	
4	Sri G.Gowri Shankara Rao	Lecturer in English	




Signature of Principal

Principal
Govt. Degree College
PADERU 534 024
Alluritharama Raju-Dist.



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Circular

Date:29.10.2022

Sub: Add On Course

It is planned to conduct Add On Course for **B.A.,B.Sc.,B.Com** Students.

This Add on Course is short term certificate course which is designed and offered by the department of English for benefit of students. Course will be conducted at free of cost and based on the performance of the Participated students. The merit certificated will be issued after the successful completion of the course.

Students those who are willing to attend the below mentioned course can enroll their name to the course coordinator.

Name of the Certificate Course	Course Coordinator
Communication and Soft Skills in English	M.Aswani Reddy
Commencement of Course	01.11.2022 to 14.12.2022



Course Coordinator



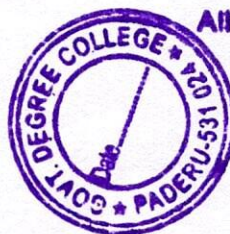
IQAC Coordinator

IQAC-Coordinator
Govt. Degree College
Paderu - 531024
Alluri Sitharama Raju Dist.



Principal

Principal
Govt. Degree College
PADERU 534 024
Alluri Sitharama Raju Dist.





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Detailed Objectives of ‘Certificate Course in Communication and Soft Skills in English’ for all B.A./B.Sc./ B. Com.,

Title: Communication and Soft Skills in English

Eligibility: all Under Graduate students of our college
Duration: 35 days / 1 hr daily

Syllabus: as given

below System of

Assessment: internal

Introduction:

Certificate Course in Communication and Soft Skills in English: What is it all about?

Certificate Course in Communication and Soft Skills in English is the Advanced Level English Programme that focus on the communication and life skills as well. This program concentrates on basic language skills - LSRW (Listening, Speaking, Reading and Writing), basic grammar and it's usage and insists on the importance of Soft Skills for the proper career progression and promotion.

Objectives:

- Certificate Course in Communication and Soft Skills in English has been designed for candidates keeping in view the role of English as a major language of international communication in worldwide. A multi-focal academic course aims at equipping the candidates with excellent qualities of personality development.

The program intends to build in students Communicative and soft skills through advance study and knowledge of general topics such as Writing & Presentation, Communication Skills in English, Reading Literature in English, and fact based articles, pronunciation, presentation skills, Interview Strategies, interpersonal skills etc.



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DEPARTMENT OF ENGLISH

**Detailed Syllabus of ‘Certificate in Communication and Soft Skills in English’
for all B.A./B.Sc./ B. Com.,**

Syllabus

Unit-I: Communication Skills

- **Listening and Speaking Competence** (Public Speaking, storytelling, Listening for Specific, etc)
- **Reading and Writing Competence** (Reading News Paper, Skimming & Scanning, Short Story Writing, etc)
- **Grammar and Usage** (Parts of Speech, Tenses and it's Usage, Articles)

Unit-II: Communication Skills

- **English Comprehension and Composition** (Reading Fact Based Articles and other literary Genres and understanding and composition of Paragraphs)
- **Phonetics and Pronunciation**(Symbols and Pronunciation)
- **Study Skills** (Using Dictionaries, Encyclopedias, etc)

Unit-III: Soft Skills

- **Introduction to Soft Skills**
- **Presentation Skills** (Introducing Self and Other, Successful delivery of speech)
- **Time Management** (Goal Setting, Stress Management, etc)

Unit-IV: Personality Development

- **Group Discussions and Interview Skills** (Skills for Effective Participation and Interview Strategies)
- **Preparation of CV** (Preparation of CVs)

Unit-V: Interpersonal Skills

- **Life Skills** (Problem Solving, Decision making, Critical thinking, etc)
- **Body Language and Etiquette**(Body Postures, Gestures, Polite Behavior and Talk)
- **Emotional Intelligence Skills** (SWOT Analysis)



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Course Outcomes

This program benefits participants in the following ways:

- 1 Enables them to develop a natural and accurate style of English pronunciation.
- 2 Enhances their abilities to read, write, speak and comprehend the English language.
- 3 Equips participants to exchange ideas and opinions, express emotions, and present information.
- 4 Use communication strategies to participate in group and class discussions.
- 5 Use grammatical structures appropriately.
- 6 Deliver an effective oral presentation.
- 7 Soft skills can transform a candidate into a professional.
- 8 Improves their behavior and personality.
- 9 Teaches self grooming.
- 10 Change s a rigid mind into flexible mind.
- 11 Learn to adapt in any work environment.
- 12 Gain confidence to resolve any issue and work with a team.
- 13 Gain leadership qualities.
- 14 Learn to control emotions.
- 15 Will have courage to make decisions, think critically and interpersonal skills.

Course coordinators

M.Aswani Reddy

P.Koteswara Rao



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Name of the Certificate course: Communication and Soft Skills Course Coordinator: M.Aswani Reddy

Total Hours: 35 Hrs

Academic Year: 2022-2023

S.no	Topics to be covered	Hours	Delivery date
1	Listening and Speaking Competence (Public Speaking, storytelling, Listening for Specific, etc)	6	I Week 01.11.2022
2	Listening and Speaking Competence (Public Speaking, storytelling, Listening for Specific, etc)		
3	Listening and Speaking Competence (Public Speaking, storytelling, Listening for Specific, etc)		
4	Reading and Writing Competence (Reading News Paper, Skimming & Scanning, Short Story Writing, etc)		
5	Reading and Writing Competence (Reading News Paper, Skimming & Scanning, Short Story Writing, etc)		
6	Reading and Writing Competence (Reading News Paper, Skimming & Scanning, Short Story Writing, etc)		
7	Grammar and Usage (Parts of Speech, Tenses and it's Usage, Articles)	6	II Week
8	Grammar and Usage (Parts of Speech, Tenses and it's Usage, Articles)		
9	Grammar and Usage (Parts of Speech, Tenses and it's Usage, Articles)		
10	Grammar and Usage (Parts of Speech, Tenses and it's Usage, Articles)		
11	Grammar and Usage (Parts of Speech, Tenses and it's Usage, Articles)		
12	Grammar and Usage (Parts of Speech, Tenses and it's Usage, Articles)		
13	English Comprehension and Composition (Reading Fact Based Articles and other literary Genres and understanding and composition of Paragraphs)	6	III Week
14	English Comprehension and Composition (Reading Fact Based Articles and other literary Genres and understanding and composition of Paragraphs)		
15	English Comprehension and Composition (Reading Fact Based Articles and other literary Genres and understanding and composition of Paragraphs)		



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16	Phonetics and Pronunciation (Symbols and Pronunciation)		
17	Phonetics and Pronunciation (Symbols and Pronunciation)		
18	Phonetics and Pronunciation (Symbols and Pronunciation)		
19	Study Skills (Using Dictionaries, Encyclopedias, etc)	6	IV Week
20	Study Skills (Using Dictionaries, Encyclopedias, etc)		
21	Study Skills (Using Dictionaries, Encyclopedias, etc)		
22	Study Skills (Using Dictionaries, Encyclopedias, etc)		
23	Introduction to Soft Skills		
24	Introduction to Soft Skills		
25	Presentation Skills (Introducing Self and Other, Successful delivery of speech)	6	V Week
26	Presentation Skills (Introducing Self and Other, Successful delivery of speech)		
27	Presentation Skills (Introducing Self and Other, Successful delivery of speech)		
28	Time Management (Goal Setting, Stress Management, etc)		
29	Time Management (Goal Setting, Stress Management, etc)		
30	Time Management (Goal Setting, Stress Management, etc)		
31	Group Discussions and Interview Skills (Skills for Effective Participation and Interview Strategies)	6	VI Week
32	Group Discussions and Interview Skills (Skills for Effective Participation and Interview Strategies)		14.12.2022
33	Preparation of CV (Preparation of CVs)		
34	Preparation of CV (Preparation of CVs)		
35	Life Skills (Problem Solving, Decision making, Critical thinking, etc)		
36	Life Skills (Problem Solving, Decision making, Critical thinking, etc)		

1. M. A. R. Raju
2. (Signature)



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CERTIFICATE COURSE : SPOKEN ENGLISH 2022-23
ATTENDANCE SHEET

SL	NAME OF THE CANDIDATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35					DAYS PRESENT
68	V Pathro	P	P	P	A	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
69	VC Naresh	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
70	S Praveen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
71	S Laxman	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
72	S Jonny	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
73	T Sivayya	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
74	TG Bhavani	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
75	V M Dora	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
76	V Joesph	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
77	V S Kanya	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
78	V V Kumar	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
79	P Chilakamma	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
80	S V Ramana	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
81	Anikantha	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
82	V David	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
83	V Bapuji	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
84	S Lavanya	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					



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36	121125403039	PANGI NAGESWARA RAO
37	121125403040	PANGI SAI PRAKASH
38	121125403041	PATHUNI DILEEP KUMAR
39	121125403042	POTHURU LOVARAJU
40	121125403043	POTTIKA VENKATA RAMANA MURTHY
41	121125403044	SAMIDA SIVA SANKARA VARA PRASDA
42	121125403045	SEEDARI SAIRAM
43	121125403046	SEEDERI MATYA RAJU
44	121125403047	SEGGE SATYANARAYANA
45	121125403048	SINDERI SUBHASH
46	121125403049	SRINADHU SAIPRASAD
47	121125403050	SUNDRU GANESH
48	121125404035	PUJARI VASANTHA
49	121125404036	SAGENI SIVA SANKAR
50	121125404037	SARE JYOSHMENTH
51	121125404038	SEEDARI CHITTIBABU
52	121125404039	SEEDARI MOJESH
53	121125404040	SEEMBOYINA SIMHADARI
54	121125404041	SHAIK VASSIM
55	121125404042	SINDUKODI PADMA LATHA
56	121125404043	SOMELI UDAY KIRAN
57	121125404044	SOMELI VENKATA RAMA PRABHU
58	121125404045	THANGULA ANJALI DEVI
59	121125404046	VADDADHI BHAVANI
60	121125404047	VAKADA SRINIVAS
61	121125404048	VALUGU DIVYA
62	121125404049	VANTHALA BABU RAO
63	121125404050	VANTHALA MAHENDRA
64	121125301049	THUBURU LAKSHMI
65	121125301050	TUCHA VIKASH KUMAR
66	121125301051	ULLI GANGARAJU
67	121125301052	VANTHALA DAVIDU
68	121125301053	VANTHALA RAMESH
69	121125301054	VANTHALA RANJITH
70	121125301096	VANTHALA BABUJI
71	121125301097	VANTHALA CHITTIBABU
72	121125301098	VANTHALA KOTIBABU
73	121125301099	VANTHALA MACHULAMMA
74	121125301100	VANTHALA PETHURU
75	121125301101	VETCHANGI NARESH
76	121125301141	SITARAPU PRAVEEN KUMAR
77	121125301142	SOBHA LAXMAN



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Name of the Certificate course: Communication and Soft Skills

Total Hours: 35 hrs

Academic Year: 2022-2023

Willing Student List

S.no	H.T NO	Name of the student
1	120125301043	PALASI SURYA MANI
2	120125301044	PALLI SUMAN
3	120125301045	PANGI BABU RAO
4	120125301046	PANGI CHINNARAO
5	120125301047	PANGI KRISHNA
6	120125301048	PANGI PRAKASH
7	120125301049	PANGI RAMBHA
8	120125301050	PUJARI ANUSHA
9	120125301051	PUJARI CHIRANJEEVI NAIDU
10	120125301052	PUJARI SURYA MANI
11	120125403030	KUNDRAPU SANTHOSH
12	120125403031	KURTHADI NANI BABU
13	120125403032	MAJJI RAM BABU
14	120125403033	MARRI MAHENDRA
15	120125403034	NEBULA SASHI CHANDAN
16	120125403035	PADI DIVYA RANI
17	120125403036	PADI VAMSI
18	120125403037	PALASI DHANALAKSHMI
19	120125403038	PANGI BABU RAO
20	120125403039	PANGI LOKESH
21	120125404032	PANGI BHASKARA RAO
22	120125404033	PANGI DEVI
23	120125404034	PANGI DIVYA
24	120125404035	PANGI KAVITHA
25	120125404036	PANGI MADHAVI
26	120125404037	PANGI MURALI KRISHNA
27	120125404038	PANGI RAMANNA
28	120125404040	PUAJRI KAMAKSHI
29	120125404041	RAMANNADORA LAVANYA
30	120125404042	REGAM MATHYA KONDAMMA
31	121125403034	MUDUVA HEMA MANOHAR
32	121125403035	PADI ESWARA RAO
33	121125403036	PALASI AMRUTHAVAS
34	121125403037	PANDLI PRASAD
35	121125403038	PANGI CHILAKAMMA



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78	121125301143	SURLA JOHNNY
79	121125301144	TEKURI SIVAYYA
80	121125301145	THAMARBHA GANGA BHAVANI
81	121125301146	VANCHURBA MALAM DORA
82	121125301147	VANTHALA YOSEPH
83	121125301148	VECHANGI SRIKANYA
84	121125301149	VECHANGI VIJAY KUMAR

IQAC-Coordinator
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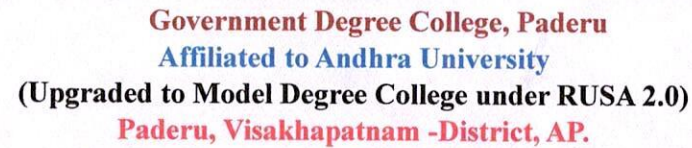
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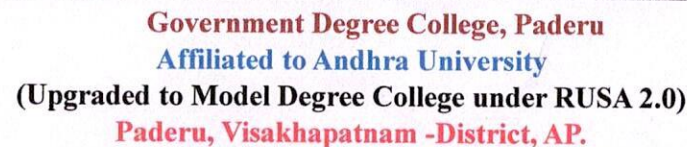


ATTENDANCE SHEET

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SL. NO	NAME OF THE CANDIDATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35						DAYS PRESENT
18	P dhana laxmi	A	P	P	A	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P						29
19	P babu Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						30
20	P Lokesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						31
21	P Bhaskar	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						28
22	P Devi	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						27
23	P Divya	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						26
24	P Madhavi	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						30
25	P Kavityha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						31
26	P M Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						28
27	P Ramana	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						27
28	P Kamesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						26
29	R Lavanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						28
30	R M K Babu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						29
31	M H Manohar	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						28
32	P Esvar Rao	A	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						26
33	P A Vass	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						27
34	P Presad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						25

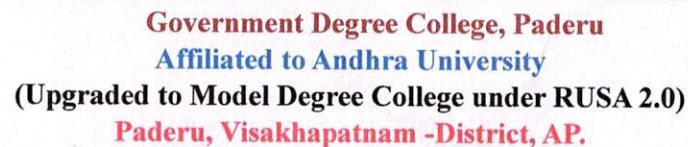


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CERTIFICATE COURSE : SPOKEN ENGLISH 2022-23
ATTENDANCE SHEET

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GOVERNEMENT DEGREE COLLEGE
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PADERU, ALLURISITARAMA RAJU, AP-531024



Course Completion Certificate

This is to certify that Sri/Kum...PALASI: SURYA MANI.....ofhas successfully completed the Add on Course on “ Communication and Soft Skills”, from 1.7.2022 to 16.12.22 organized by the Department of English for the academic year 2022-2023.

M. Anuruddha
Course Coordinator



V. A.
Principal

Principal
Govt. Degree College
PADERU-531024
Alluritharama Raju



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Course Coordinator




Principal
Principal
Govt. Degree College
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Alluri Sitharama Raju-Dist.



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M. R. Reddy

Course Coordinator



V. Ch

Principal

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