

BJR GOVERNEMNT DEGREE COLLEGE, HYDERABAD

Department of English

Certificate Course on

COMMUNICATION SKILLS AND SOFT SKILLS

Objective: The course aims at the improvement of communication and soft skills of the students

Outcome: The course enables the students to have better employment opportunities

Duration: The course is scheduled from January 8th 2018 to January 27th2018.

Registration: Register on or before 4th Jan 2018

Soft and Communication Skills

Contact: Department of English

Department Minutes

As per the Jake Minute It is decided to

Start a certificate course in singlish titled

"Communication skills and soft skills" by the department
of english for final year students for the academic

year 2017-18.

Resolutions:English depostment was taken resolutions in the neeting.

=> It was resolved to include the topics - Syllabus Communication Skills and soft Skills.

> Time table and Syllabus, Evan poilton were given.

0

About the Course This program is designed to benefit the students in graming their personality and improve Communication in English the duration of course is 3 ohrs and will run for 15 wooding downs. The course offers an indept Enposure to all the soft skills that is required for the students progress and also be Job Tready. Objectives To help students douder self esteem of helps them to critically think and analysis a given problem.

- => Course helps to develop reading and sto also holps in improving Communication
- > It helps the Students in discussion making and pursonal improvement.

Out Come

- > On the Completion of the student will be able to improve
- => Become vory Self Confident
- => prepare the student to face the woold outside
- > It anhances the pupiles personalty, enoubles them to build their profile and goin a better chance in the

THE PROOF OF THE P

	Module
>	1 Module : Grammer
	Tenses
	Active voice and passive voice
10	Direct and indirect Speach
	spotting Errors
	Simple Compound and Complex Sentances
2	11 Module: vo Cabulary.
	Antonyms and Synonyms one-word substitutes:
	adjoins and phrases
	Ho monyms and Homo phones.
	Analyss. Analogy
No.	
	D 14 44 1 Ac; 0 11 5/6/1
	2 m module: soft skill
	stress and time management
	Non verbal Communication or Body language. Leadership and Team work.
	Inter personal Stills
	Ediquettle and growing.

To
The Principal
BJR GDC
Narayanaguda
Hyderabad.

15/12/2017

Madam,

Sub: Permission to start a certificate course in English. Regd.

As mentioned in the subject above, the Department of English proposes to start a Certificate Course for the final year students of B.A., B.Com., & B.Sc., titled "Communication Skills and Soft skills" in the month of January 2018. We request your permission for the same.

Thanking you

Yours Sincerely

In-charge

Department of English.

NOTICE

18/12/2017

All the B.A., B.Com., & B.Sc. final year students are informed that the Department of English is going to start a certificate course in English titled "Communication Skills" and Soft skills".

The classes will start from January 8th 2018. Interested students may contact Smt. Khaderunnisa, Department of English.

Principal

	1 1 -Ac	
List	of students	
SHO	Rollylo	Home of the Student
1	107015156506	G. Nagesh
2-	518	K- vontatesh
3.	129011	Mohammad Aril
4	020	P. Soinivabula
5	11 1 0 - 0	Mohammad Najecti uddin
6.	021	Mohsin Anwar
7	025	Wasim Akram
	107015402-007	MK-Mascod Ali
9.	210	MK-MgSood Ali Hussain Quadri
10	The state of the s	Abdul Rahman Khan
11.	035	Mohammad Antesham Ali
12.	044	G. Hemalatha
15.	048	v. Kasinath
141	652	Mohd Ismael
15.	6 60	C. Madhu
16	102154165-008	Monammad Abdul
13.	630-	Shorte Syed Ahmed
18.	040-	Ali khan
19	856	T. goswamy
20. 1	2015-11-011 -011	V. Sornivas V Maidy
21.	-015	A. Anil
22- 4	200-5002	M-Shiva Kumar
23.	-009	V. Bala Krishna chary
241	-026	Gr. Yugandar
25	- 501	M. Shiva Kumar
36	100-69 451-604	A. Bharath Kumar.

			- 1	1 1.	1.1	-
		8/1/8	9/1/18	10/1/1	8 12/1/18	12/1
1070-15-156. 506	G Nagesh	G. Na	gel Naga	IL Nage	the Nacych	Nas
107015-156 518	k. venkatest	Vinle	afters	entestiven	Venle	Lev
1070-15-129011	mohimmad Arif		drif	Arib	hif	Ail "
10-10-15 124 020	P Stinivasulu	PSSA	u Pessi	4 P.Sov	4 P. Shry	PS
1070-15 Holoog	rehanned Nazer	0113	er Mazee	r Maze	er Morges	Mague
1020-15401021	Monsih Ahwas	Spara	Anua	Anwas	y Anual	Anna
1020-15 401 025	wasin Atran	- Lenur	aloran	stown	of allum	akr
1070-15 408-007	MK Magsad Asi	Magson	Mason	od Mags	red Klagsood	Magion
1070-15 408-018	HUSSaih ovadri	Hussair	Hussas	h Hussai	h-Hussaih.	Those
122-15 11mg 122	0 - 1 - 0 D - 1 1 - 0 h c 1	ALAL.	. Adda 1	Abda	l About	ALA
107045 UOS 035	Mohammed Anthesian A	11 NOTA -	14.9	14694	14.97	MARY !
	G: Hemalatha	Hemanar	HEN KO KI	100 -07	THE VALUE	richan
	V kasinath	kesinath	kasinath	kasineth	leasonath 1	white
	mond Ismail	Ismail	Tomail	Smay	Smort!	Small .
102015 408 060		machy	Madhu mohamad Ada	Madry	tonomore M	chancel
107015 465 008	Mondhuma a upgal	Abdul	Abdal	Abdu	About	Abolul norch
102015 465038	shaik sted Mimed	S.M. med	S: Athened	Jahnes	STIME!	11 Same
107015 468 640 1		Ali	Ali	oth	Alli	Hi.
107015 465 050	1. goswamy	goswany	goscoamy	goswam	goswany 9	08°
107015 UN \$ 011 1	V- Stihivus Maide	Seiney	Seinus	Seiny	Shiny 50	
107015 441 015	A Ahil					
	n. Shirq Kungs	M. Skumar	Maskumas	Yalkuman	Lil o la	X Manual
107615445009		Kershija	Ksinshno I	keismel	Kaishny Ka	Ship Kaisi
	Giyugandar	MINDONNY	rugandary	Oyunger	d i	1 1 1
102015445 501 1	1 1 - C1 1 1 - C1 Y	Shive	Shua.	shive	Charatt Ph	millione
102015467004 1	7. Bhazath Kumas	Bharalt 1	Sharath B	harath 1	shaonis in	0.1
1 10174015 1				700 14 10		
					MA	
				+		

No.	- 1		-3 11			q		-	-	
11	118	184/18	1991/18	20/1/18	22/1/18	23/1/18	24/1/18	25/1/18	27/1/8	eatiles 1
00	gethi	Nageth	Magein	Mageil	Magert	Nageth	Nagelh	Nogerh	Nagelh	Nageth
al	ic see	Verkote	you we	centrat	of Verika	Februarie	Mente	To Jecter	Venteut	Vorbrate
K	if	Ary	ded	And	Asif	trif	Asif	Aif	Air	Nageth Nageth Markets Arif.
				-	27.10	1. 21.10			-	1
10	egec i	Nogcei	Mazeci	Mageon	Nazur	Marea	Nazeon	Marce	Marcer	Armag Armag aknam
A	newy	Armag	-Anus	Anuag	Aouse	Anuna	Arwas	Anuna	Anny	Anuse
4	chin	akolum	akrum	akrum	duram	akerum	akrum	akram	aknow	akram
V	agsood	1419020091	Magsaad	Magrood	Magroad	Magazad	Magsood	Mogsood	Magson	Machael Hossail
U	ssaih	Hussaik	-Hussaih	Hussaik	Hussaik-	Hussaih	Hussaih	Hussaih.	Hussaih	Hassain
65/	ull	11 David	- Libotte	The state of the s	II bodii	-ALAGO	About	-Hodel V	ALMILI	- Alberta
1	GAM	יאיישיין	MINH	14.77	M. 111	M:AA	M. AR	Mista	MAR	ModA
		- CATT	THE MINI	Tremann	Hemani	-He month	Homant	Heman	war pth	Hemanh
4	math	Kasinath_	kasinath	Kasinath	kasinath	kasinath	t asinoth	kasinath	Kasinath	kasnatt
- 64	run	Conco	1 (mall	'Ili-inil	100	100	1/6 :1/	100	f(C -:/	100 .00
4	ammal,	Mchapmad	Mohomad	Madra	Machy	Madhu	Madhy	Madhe	Madhe	Malke Motormad Addu S'Mhmed.
-	Aloned	About	Abdul	Abdw	Abdu	Addw	Alodu	Abdul	Abdre	Morammad
•	Als	1/-	1/-	Mhmed	S'Ahmed	SAhned	Sthmed	J. Ahmed	S. Shores	S'Ahmed.
-		214	Pin	MIL	An	Au	Ans	All	Ali	Ali
4	OCCE W	9CBUMM	DECIMA	0		1000				1
q	el.	MIL	Anil	Anil.	And	Antl.	Aarol 1	Anil	Anil	Anis
	4		1 51-100	- MULLINES	PLY WWW.OV	IVI Summer	IVI CH	IVI.CU	MACL	A A L
	- to	- runing	u non in	Vacanh	Va -1 - ()	1.0	1. * 1 ~	1 1 1 0	/ .	1 1
		4 44		F C lost intel	1 61 104	I - F I II WINCE	VIAMA makes	MILACORE DE MI	111.0 - 1	111
		, 30 1	10117 07/17	いからかか	1Shnonth	Bharath	Bhooth	Shiva Bhants	Bhrats	Rharath
							-	1	with the same of t	
								-		
					-					
			1							-
			-			Ī		The second second	THE RESERVE TO SERVE THE PARTY OF THE PARTY	The state of the s