

# Department minutes

As per the SAAC minuter, It is decided to start a certificate course in English titled "Communication skills and soft skills" by the depostment of English for final year students for the alademic year does-does.

### Resolutions:-

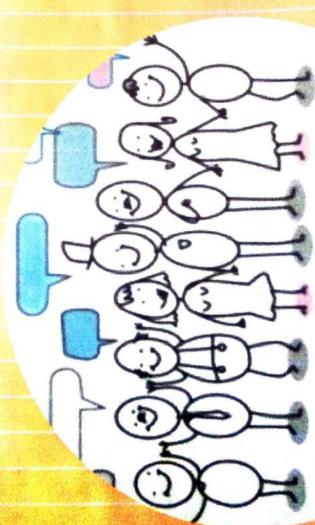
- to the following resolutions were taken in the meeting
- 1) The Syllabus and timetable has to be framed for the course
- 2) The Students has to be sent a circular regarding the Course for final year students.

# BJR GOVERNEMNT DEGREE COLLEGE, HYDERABAD

Department of English

Certificate Course on

# COMMUNICATION SKILLS AND SOFT SKILLS



Soft and Communication 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 5<sup>th</sup> 2016 to January 27<sup>th</sup> 2016.

Registration: Register on or before 31st December 2015

Contact: Department of English

# About the course:

This programm is designed to benfit the students in graming their personality and improve Communication in English the duration of case is solver and will run for 15 woodking days. The cause happens offers and indepth enposure to all the Soft Stalls that is required for the students progress and also be job seady.

# objectives:

\* To help students develop self esteem

It helps them to contically think and analyse a

given problem.

\* Course helps to develop reading & also helps

in improving Communication.

\* It helps the students in decission making

& pursonal improvement.

## out come:

\* On the Completion the student will be able to improve his hor written and verbal communication.

\* Become very self confident

\* prepares the student to face the world outside.

\* It enhances the pupiles personality, emables them to build their profile and gain a better chance in the 30b market.

Module:	A Part of
1) I' Module: Grammar	
· Tenses	
· Active voice and passive voice	
· Direct and indirect speech	
· spotting Errors	
· Simple, Compound and complax Sentences.	
2) Ind module: vo cabalany	
· Antonyme and Empress	and deriv
· Antonyme and synonymes · one-word substitutes	
· Idioms and phrases	
· Homoryms and Homo phones	
· Analogy.	
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3> In Module: Soft Skills	The same
. Stress and time management	
· Leadership and Team work	
· Inter personal SKILS.	Aller
· Eliquette and grooming.	
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To
The Principal
BJR GDC
Narayanaguda
Hyderabad.

15/12/2015

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 2016. We request your permission for the same.

Thanking you

Yours Sincerely

In-charge

Department of English.

### NOTICE

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 2016. Interested students may contact Smt. Khaderunnisa, Department of English.

Principal

# List of students

10	Roll No	Name
	107013-129-008	B. Rahul IIII
	107013-156-504	M. venkatesh
	107013.156-509	A-vinesh
	107013 401004	Mohd Uzair bz Zama
	107013401-023	M-Ramu 13
	107013401027	Mohd shalk Hussain
	107013402-011	Mohal Abdul Aziz
	107013402-030	T. Deepak
	107013402-034	D. Arand Kermar
	107013 405-019	Syed Madeom oddin
	107013405-032	K. venkatappa
	107013468-007	Mirza Imran Baig
	102013468-019	M. Sirkant
	107013468-023	K. Sai Kumati
	107013468-025	B. Rakesh
	107013467-004	piprajcash
	107013467-006	D. Balamani
	107013467-007	R- Kavilha
	107013 441-503	J. Haresh
	107013445-006	B. Tejashwini
	107013445502	ch- Jyolhi

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	Jam thankfull to the faculty of english so the certificate of course as it help me in devoloping by communication and soft skills.
	Strikanth.
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Report

A costificate course an Communication skills and Soft SIcills was conducted for the final year students. The duration of the course was so hours: 1:e, 15 days 21 students from different streams participated in the course Mrs. khaderunissa from the department of English was the resource poson. A detailed curriculum for the course was designed by the Dept of English. An Enam was conducted after the completion of the Cowse the Students performed well in the enam. The students were given Certificales.