

Communication Skills and Soft Skills

Department minutes

As per the IQAC minutes, it is decided to start a certificate course in English titled "Communication skills and soft skills" by the department of English for final year students for the academic year 2015-2016.

Resolutions :-

- ⇒ 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 GOVERNMENT 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 5th 2016 to January 27th 2016.

Registration: Register on or before 31st December 2015

Contact: Department of English



**Soft and Communication
Skills**

About the Course :

This program is designed to benefit the students in grooming their personality and improve communication in English. The duration of course is 30 hrs and will run for 15 working days. The course ~~helps~~ offers an indepth exposure to all the soft skills that is required for the students progress and also be job ready.

Objectives :

- * To help students develop self esteem. It helps them to critically think and analyse a given problem.
- * Course helps to develop reading & also helps in improving communication.
- * It helps the students in decision making & personal improvement.

Out Come :

- * On the completion the student will be able to improve his/her written and verbal communication.
- * Become very self confident
- * prepares the student to face the world outside.
- * It enhances the pupils personality, enables them to build their profile and gain a better chance in the job market.

Module :

1) Ist Module : Grammar

- Tenses
- Active voice and passive voice
- Direct and indirect speech
- spotting errors
- simple, compound and complex sentences.

2) IInd Module : Vocabulary

- Antonyms and synonyms
- one-word substitutes
- Idioms and phrases
- Homonyms and Homophones
- Analogy.

3) IIIrd Module : Soft Skills

- Stress and time management
- Non-verbal communication or Body language
- Leadership and Team work
- Inter personal skills.
- Etiquette and grooming.

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

18/12/2015

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

S.No	Roll No	Name
	107013-129-008	B. Rahul
	107013-156-504	M. Venkatesh
	107013-156-509	A. Vineesh
4	107013401004	Mohd Uzair Uz Zama
5	107013401-023	M. Ramu
6	107013401-027	Mohd Shaik Hussain
7	107013402-011	Mohd Abdul Aziz
8	107013402-030	T. Deepak
9	107013402-034	R. Anand Kumar
10	107013405-019	Syed Nadeem Uddin
11	107013405-032	K. Venkatappa
12	107013468-007	Mirza Imran Baig
13	107013468-019	M. Srikanth
14	107013468-023	K. Sai Kumar
15	107013468-025	B. Rakesh
16	107013467-004	P. Prakash
17	107013467-006	R. Balamani
18	107013467-007	R. Kavitha
19	107013441-503	J. Naresh
20	107013445-006	B. Tejaswini
21	107013445502	Ch. Jyothi

In the course it was very interesting and useful.
It help me Thrure my soft skills. Thank You.

K. Prakash.

The course provided as good communication
skills and soft skills. Now we stand
better Employment opportunities. Thank you
B. Rakesh.

The program provided us an opportunity to better
employment with communication and soft skills.
Thank you all the faculty.
K. Venkatesh.

I am thankful to the faculty of english so the
certificate of course as it help me in
developing by communication and soft skills.

Shikanth.

The course help me alot in improving my skills. This help me get a good Job
Thanks

vazir

Report.

A certificate course on 'Communication skills and soft skills' was conducted for the final year students. The duration of the course was 30 hours, i.e., 15 days. 21 students from different streams participated in the course. Mrs. Phadronissa from the department of English was the resource person. A detailed curriculum for the course was designed by the Dept of English. An exam was conducted after the completion of the course. The students performed well in the exam. The students were given certificates.