

BJR GOVERNEMNT DEGREE COLLEGE, HYDERABAD Department of English

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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 17th 2017 to February 3nd 2017.

Registration: Register on or before 12th January 2017

Contact: Department of English

Soft and Communication Skills

As per the IQAC Minutes, The English department is decided to Start a Cextificate course in English filled on Communication SKIIK and soft SKIIK's by the English department for all final year B-A., B. Corn, B-Sc., sudents for the academic year 2016-2017.

Resolution

The following resolutions were taken in the department meeting.

About the Course

This programme is designed to benefit the students in grooming their personality and improve Communication in English the duration of course is sohrs and will run for 15 working days. The course offers an indepth Exposure to all the Soft skills that is required for the Students progress and also be job ready.

Objectives

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- => To help students develop self esteem. It helps them to critically think and analyse a given foreblum.
- => Course helps to develop reading and also helps in improving Communication
- => 5+ helps the students in decission making and pursonal improvement.

Out Come

- > On the Completion the student will be able to improve his/her written and verbal Communication
- >> Belome vory Self Confident
- > prepares the student to face the woold outside
- ⇒ It enhances the puplies personality enables them to build their profile and goin a beller chance in the sob marked.

To

The Principal

BJR GDC

Narayanaguda

Hyderabad.

28/12/2016

Madam,

Sub: Requesting for 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 2017. We request your permission for the same.

Thanking you

Yours Sincerely

Head of the Department

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 17th 2017. Interested students may contact Smt. Khaderunnisa, Department of English.

Principal

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Roll No	Name of the Student
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-637	p. vikas
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Repost

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