

Communication Skills and Soft Skills

BJR GOVERNMENT DEGREE COLLEGE, HYDERABAD
Department of English

Certificate Course on

COMMUNICATION SKILLS AND SOFT SKILLS

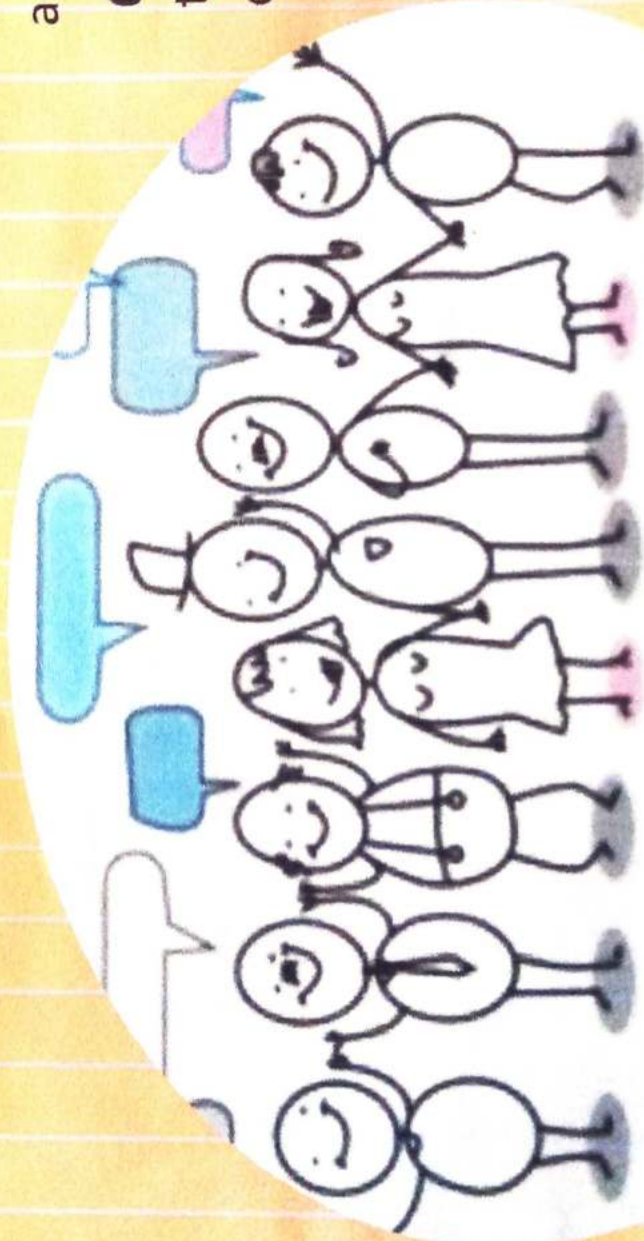
Objective: The course aims at the improvement of communication and soft skills of the students.

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

Duration: The course is scheduled from January 17th 2017 to February 3rd 2017.

Registration: Register on or before 12th January 2017

Contact: Department of English



**Soft and Communication
Skills**

Department Minutes

As per the IQAC Minutes, the English department is decided to start a certificate course in English titled on "Communication Skills and soft skills" by the English department for all final year B.A., B.Com, B.Sc., students for the academic year 2016-2017.

Resolution

The following resolutions were taken in the department meeting.

1,

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 30hrs 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

- ⇒ To help students develop self esteem. It helps them to critically think and analyse a given problem.
- ⇒ Course helps to develop reading and also helps in improving communication
- ⇒ It helps the students in decision making and 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) I Module : Grammar

- ⇒ Tenses
- ⇒ Active voice and passive voice
- ⇒ Direct and indirect speech
- ⇒ spotting errors
- ⇒ Simple, Compound and Complex Sentences

2) II Module : Vocabulary

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

3) III 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.

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

31/12/2016

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

List of Students

S.No	Roll No	Name of the Student
1	107014-29-007	N. Manoj Kumar
2	-156-502	A. Rajashekar
3	-156-505	G. Madhu
4	-401-003	Ayesha parveen
5	401-009	Mohd Akbar
6	-016	Yaseen uddin farooqui
7	-023	P. Mohan Kumar
8	402-005	Shaik Zubair uddin
9	-017	Mohd Majid
10	-025	Sona Bai
11	-031	Abu baker
12	-041	K. Kishore chary
13	405-005	Mohd Adnan Khan
14	-022	Moin uddin
15	-037	P. Vikas
16	445-004	D. Jayanthi Rathod
17	-014	Sunitha
18	-024	Yaseem Begum
19	445-504	B. Srikanth
20	467-010	J. Swapna
21	-005	Ashok Singh
22	468-005	M. Youngandhar
23	-008	V. Jagadesh.
24	-009	Jyothi

the course has been very usefull
to the student the provide as an
opportunity to get a good job.

A. Rajashekar

The course provided us with an opportunity
for better employment. Thank you for the ~~practice~~
of faculty of English

Praveen

The course was very useful
and it provided us with competitive
spirit. Thank you

Seemitha

The course was very useful and
it provided us with competitive
spirit. Thank you.

Jay

Report

A Certificate Course in 'Communication Skills & Soft Skills' was offered for the final year BA, B.Sc & B.Com students. The course was designed to give an exposure to all Soft Skills & Communication Skills that is ~~regal~~ required for students' progress and make them Job Ready. The duration of the course was 30 hours. 15 days 24 Students participated in the program. Mrs Khadaonri & from the English department conducted the course an exam was conducted at the end of the course & the students fared well. They were also presented with certificates.

Roll no	Name	17/1/12	18/1/12	19/1/12	20/1/12	21/1/12
107014-129-007	N. Mahot Kumar	Mang	Mang	Mang	Mang	Mang
107014-156-502	A. Rajashekhar	Mang	Mang	Mang	Mang	Mang
107014-156-505	G. Madhu	Madhu	Madhu	Madhu	Madhu	Madhu
107014-401-003	Ayasha praveen	Praveen	Praveen	Praveen	Praveen	Praveen
107014-401-009	Mohd Akbar	Ac	Ac	Ac	Ac	Ac
107014-401-006	Yaseen uddin Farooq	Yaseen	Yaseen	Yaseen	Yaseen	Yaseen
107014-401-023	P. Mohan Kumar	Mohan	Mohan	Mohan	Mohan	Mohan
107014-402-005	Shahik Zubair uddin	Shahik	Shahik	Shahik	Shahik	Shahik
107014-402-017	Mohd Majid	Majid	Majid	Majid	Majid	Majid
107014-402-025	Soha Bai	Soha Bai	Soha Bai	Soha Bai	Soha Bai	Soha Bai
107014-402-031	Abu Baker	Abu Baker	Abu Baker	Abu Baker	Abu Baker	Abu Baker
107014-402-041	K. Rishore Chary	Chari	Chari	Chari	Chari	Chari
107014-405-005	Mohd Adnan Khan	Adnan	Adnan	Adnan	Adnan	Adnan
107014-405-022	Mohd Uddin	Mohd	Mohd	Mohd	Mohd	Mohd
107014-405-037	P. Vikas	Vikas	Vikas	Vikas	Vikas	Vikas
107014-445-004	D. Jayanthi Rajkumar	Jayanthi	Jayanthi	Jayanthi	Jayanthi	Jayanthi
107014-445-014	Sunitha	Sunitha	Sunitha	Sunitha	Sunitha	Sunitha
107014-445-024	Yaseem Begum	Yaseem	Yaseem	Yaseem	Yaseem	Yaseem
107014-445-504	B. Srikanth	Srikanth	Srikanth	Srikanth	Srikanth	Srikanth
107014-467-010	J. Swapna	Swapna	Swapna	Swapna	Swapna	Swapna
107014-467-005	Ashok Singh	Ashok	Ashok	Ashok	Ashok	Ashok
107014-468-005	M. Younghondhar	Y.	Y.	Y.	Y.	Y.
107014-468-008	U. Jagadeesh	Jagadeesh	Jagadeesh	Jagadeesh	Jagadeesh	Jagadeesh
107014-468-009	Jyothi	Jy	Jy	Jy	Jy	Jy

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107014-405-037	P. Vikas	Vikas	Vikas	Vikas	Vikas	Vikas
107014-445-004	D. Jayanthi Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar
107014-445-014	Saritha	Saritha	Saritha	Saritha	Saritha	Saritha
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