



GOVERNMENT DEGREE COLLEGE-NAIDUPET

SPSR NELLORE DIST, ANDHRA PRADESH-524126



Certificate Course
on
Interpersonal Skills

2021-22

Department of English



Date: 01/04/2022

From
The Department of English
Government Degree College
Naidupet

To
The Principal
Government Degree College
Naidupet

Sir

Sub: Department of English - permission seeking to conduct certificate course on "Interpersonal Skills"-Regarding.

I would like to submit that the Department of English has planned to conduct a certificate course for III year students from the academic year 2021-22 onwards.

At this juncture we request your honour to permit the department to organize the above requested certificate course instantly. This is for your favourable consent

Thanking you sir

Yours sincerely


Department of English



GOVERNMENT DEGREE COLLEGE-NAIDUPET

SPSR NELLORE DIST, ANDHRA PRADESH-524126



Circular

Date: 01/04/2022


All the final year students are hereby instructed that, the Department of English is going to start a Certificate Course on "Interpersonal Skills" from this academic year 2021-22 onwards.


So, interested students are directed to contact Department of English and register for the course.


Principal

PRINCIPAL
Govt. Degree College
NAIDUPET, SPSR Nellore DL

III BSC (MPCS) 

III BSC (MPC) 

III BSC (MBC) 

III BA 

III BCom 



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SYLLABUS/COURSE CONTENT		
Sl.No	Units	Topics to be covered
1	Unit I	Vocabulary Building ➤ Analogy ➤ <i>One-word substitutes</i> ➤ Words often confused ➤ <i>Synonyms and Antonyms</i>
2	Unit II	Grammar ➤ Types of Verbs ➤ subject verb Agreement
3	Unit III	Listening Skills ➤ The importance of Listening. ➤ Barriers of Listening ➤ Strategies for Effective Listening.

4	Unit IV	Conversation Skills <ul style="list-style-type: none"> ➤ <i>Greetings</i> ➤ <i>Introductions</i> ➤ <i>Asking for Information</i> ➤ <i>Agreeing and Disagreeing</i> ➤ <i>Dialogue Writing</i>
5	Unit V	Soft Skills <ul style="list-style-type: none"> ➤ SWOC ➤ Attitude ➤ Emotional Intelligence ➤ Interpersonal Skills ➤ Telephone Etiquette

References

1. Burton, S.H.(Mastering English Language, The Macmillian Press Ltd.
2. Sethi, J., and P.V. Dharnija (1999) A Course in Phonetics and Spoken English.


 Organizing secretary
 Dr. A. Tara Lakshmi
 Head of the Dept. of English
 Govt. Degree College
 NADUPETA - 524 128.


 Principal
 Dr. M. Madhusudhana Varma
 PRINCIPAL
 Govt. Degree College
 NADUPETA, Tirupati DI.



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Assignment:

1. Prepare a self introduction of your own.
2. List out useful phrases for formal and informal requests.
3. List out useful phrases for agreement and disagreement.
4. Write a paragraph on dialogue writing.
5. List out useful phrases for asking and giving directions
6. List out useful phrases for giving instructions



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Course out comes:

1. Improve vocabulary and grammatical ability.
2. Demonstrate a set of basic skills in literary communication.
3. Use apt words and structures required for a situation.
4. Develop conversational skills.
5. Develop communication skills.



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List of the participants

<i>S.NO</i>	<i>NAME OF THE STUDENT</i>	<i>CLASS</i>
1	N.Narayanamma	III B. Sc
2	P.Prem Kumar	III B.Com
3	A.Munirathnam	III B.Com
4	K.Aruna	III B. Sc
5	G.Rajeswri	III B.A
6	A.Mounika	III B .Sc
7	T.Kesava	III B. Sc
8	P.Munirathnam	III B.Com
9	B.Mahitha	III B. Sc
10	E.Akhila	III B. Sc
11	V.Maheswri	III B.A
12	K.Bharathi	III B. Sc
13	S.Venkatesh	III B. Sc

14	M.Guru Sravani	III B.A
15	D.Soma Sekhar	III B. Sc
16	B.Sravani	III B. Sc
17	B.Gopal	III B.Sc
18	M.Tarun	III B.Com
19	T.Ravali	III B.Sc
20	K.Swathi	III B.A
21	T.Vani	III BSc
22	T.Savidha	III BCom
23	K.Sai Kumar	III B. Sc
24	A,Gayathri	III B.Sc
25	M.Viswanath	III B. Sc


Organizing secretary
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Attendance Register

Academic Year
 Students of which class
 Duration
 Resource Person(s)

: 2021-22
 : III B.A/B.Com/B.Sc
 : 30 hours
 : Dr A. Tara Lakshmi
 D.R. Vasappa

S N	Name of the Student	April 2022																					May 2022									
		6	7	8	8	9	10	11	12	13	13	16	18	19	20	21	22	23	25	26	27	28	29	30	2	4	5	6	7	9	10	
1	N.Narayanamma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	P.Prem Kumar	p	p	P	A	P	P	P	A	P	A	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	
3	A.Munirathnam	P	P	P	A	P	A	P	A	P	P	A	P	A	P	A	P	P	P	A	P	A	P	A	A	P	P	P	P	P	P	
4	K.Aruna	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	
5	G.Rajeswri	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	A	P	P	
6	A.Mounika	A	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	A	P	A	A	
7	T.Kesava	P	P	A	A	P	A	P	A	A	P	P	A	P	P	P	P	P	P	A	P	A	P	A	P	A	P	P	P	P	P	
8	P.Munirathnam	A	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	A	P	A	A	
9	B.Mahitha	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	A	A	A	A	A	P	A	A	P	A	
10	E.Akhila	A	A	P	A	P	A	P	P	P	A	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	P	
11	V.Maheswri	P	P	P	P	A	A	P	A	P	P	P	A	A	P	A	A	P	P	A	A	A	P	A	A	A	P	P	A	P	P	


Narayanamma
 P. Prem Kumar
 A. Munirathnam
 K. Aruna
 G. Rajeswari
 A. Mounika
 Kesava
 P. Munirathnam
 B. Mahitha
 E. Akhila
 V. Maheswari

12	K.Bharathi	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P
13	S.Venkatesh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P
14	M.Guru Sravani	A	A	P	P	A	P	P	P	A	A	P	P	A	P	P	P	A	A	P	P	A	P	P	P	P	P	P	P	P	P
15	D.Soma Sekhar	P	P	P	A	P	A	P	A	P	P	P	A	P	A	P	A	P	P	P	A	P	A	P	A	P	A	P	A	P	P

K. Bharathi
S. Venkatesh
M. Guru Sravani
D. Soma Sekhar

SN	Name Of the student	April 2022																				May 2022									
		6	7	8	8	9	10	11	12	13	13	16	18	19	20	21	22	23	25	26	27	28	29	30	2	4	5	6	7	9	10
16	B.Sravani																														
17	B.Gopal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	M.Tarun	P	P	P	A	P	P	P	A	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	T.Ravali	P	P	P	A	P	A	P	A	P	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	K.Swathi	P	P	P	A	P	P	P	P	P	A	P	P	A	P	A	P	P	P	A	P	A	P	A	P	A	P	P	P	P	
21	T.Vani	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	A	A	
22	T.Savidha	A	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	P	P	P	
23	K.Sai Kumar	P	P	A	A	P	A	P	A	A	P	P	A	P	A	P	P	P	P	A	P	A	P	A	P	A	P	P	P	P	
24	A.Gayathri	A	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	A	P	P	P	A	P	P	A	A	A	A	
25	M.Viswanath	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	A	A	A	A	A	P	A	P	P	

Sravani
B. Gopal
M. Tarun
T. Ravali
K. Swathi
T. Vani
T. Savidha
K. Sai Kumar
A. Gayathri
M. Viswanath


 Organizing secretary
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Evaluation

The Course syllabus and evaluation pattern are decided by the department and approved by the principal. The evaluation is done by the department itself. Tests were conducted and the final grades are awarded. Each qualified student is awarded with a certificate. The awarding of grades is in the following pattern,

Grade A-more than 75%

Grade B- from 60% to 75%

Grade C- from 50% to 60%

Grade D-not qualified

Evaluation

Grade A- Very good, Grade B- Good, Grade C- Pass, and Grade D- Fail

SNo	Name Of the student	Grade	Result(P/F)
1	N.Narayanamma	B	P
2	P.Prem Kumar	B	P
3	A.Munirathnam	D	F
4	K.Aruna	B	P
5	G.Rajeswri	A	P
6	A.Mounika	A	P
7	T.Kesava	B	P
8	P.Munirathnam	B	P
9	B.Mahitha	B	P
10	E.Akhila	B	P
11	V.Maheswri	A	P
12	K.Bharathi	B	P
13	S.Venkatesh	D	F
14	M.Guru Sravani	B	P
15	D.Soma Sekhar	B	P
16	B.Sravani	B	P
17	B.Gopal	B	P
18	M.Tarun	D	F
19	T.Ravali	B	P
20	K.Swathi	A	P
21	T.Vani	A	P
22	T.Savidha	B	P
23	K.Sai Kumar	D	F
24	A,Gayathri	B	P
25	M.Viswanath	B	P

(Signature)
Organizing secretary
Head of the Dept. of English
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(Signature)
Principal
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Head of the Dept. of English
Govt. Degree College
NAIDUPETA - 524 126.

[Signature]
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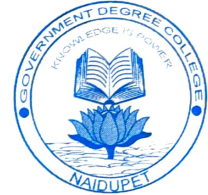
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[Signature]
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GOVT. DEGREE COLLEGE, NAIDUPET

(Re accredited with 'B' Grade by NAAC)

SPSR Nellore Dist., A.P.



CERTIFICATE

This is to Certify that Mr/Kum.....
of.....has attended the Add on programme on
.....Conducted by the Dept. of.....
during the academic year 20 - 20 and Qualified with Grade.....

Convener

Principal