

2017-18

1

DEPARTMENTAL MEETING - I

Date: 25-07-2017

The Department meeting was held in the JKE department on 25-07-2017. After discussing with all the members and students, it is resolved to enrich the existing curriculum by initiating a certificate course on "Communication skills" for the benefit of students in the Academic year 2017-18.

A proposal seeking permission to start the course should be submitted to the principal within two days.

Course Duration: 30 to 40 days

Student Intake: 30 to 45

Resource person: G.D. Srinivasa Rao

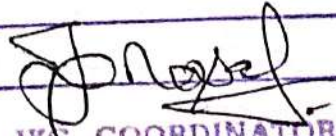
Formative Assessment: 15 marks

Summative Assessment: 25 marks

Qualifying marks: 15 marks

Minimum Attendance for summative test is 75%.

CH.V.P.M.R. Govt. Degree College
(W.G. Dist.)
GANAPAVARAM-534198


J.K. COORDINATOR
Govt. Degree College,
Ganapavaram.


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S.CH.V.P.M.R. Govt. Degree College
GANAPAVARAM-534198. (W.G. Dist.)



JAWAHAR KNOWLEDGE CENTRE

Date: 26.07.2017

From

I V L R K PRASAD

In-charge, Dept. of Jawahar Knowledge Centre

SCHVPMR Govt. Degree College

Ganapavaram

To

The Principal

SCHVPMR Govt. Degree College

Ganapavaram

Sub: Skill Enrichment for 2017-18 - Dept. of Jawahar Knowledge Centre - proposal for starting a Certificate Course in Communication Skills - Request for permission - Reg.

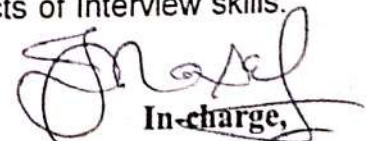
This is to submit that the Dept. of Jawahar Knowledge Centre is proposing to start a Certificate Course in "Communication Skills" during the academic year 2017-18, for the benefit of the students. Hence, this proposal is submitted seeking your permission.

Course duration:	30 to 40 days
Student intake:	41
Name of Faculty:	:G D Srinivasa Rao
Formative Assessment	15 marks (objective type)
Summative Assessment	25 marks (objective type)
Qualifying mark	15

Objectives:

Course Objectives:

1. To make the students confident of speaking in English impeccably and with utmost Enthusiasm.
2. To familiarize the students with different styles of communication.
3. To enlighten the students with the seven concepts of communication.
4. To make the students understand the nuances of communication.
5. To train the students and make them comprehend various aspects of Interview skills.


In-charge,

Dept. of Department of Jawahar Knowledge Centre

Govt. Degree College
Ganapavaram.



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 108

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Proceedings of the Principal (FAC), SCHVPMR Govt. Degree College, Ganapavaram

Present: P MADHU RAJU., M.Sc.,M.Phil,

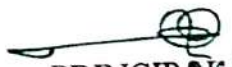
Re.No.15/1/CC-17—18

Dated 26.07.2017

Sub: Dept. of Jawahar Knowledge Centre - Proposal for Certificate Course in

Communication Skills for the academic year 2017-18 - Permission granted - Orders
issued - Reg.

The Principal, SCHVPMR Govt. Degree College, Ganapavaram is pleased to grant permission to launch a Certificate Course in “**Communication Skills**” by the Department of Jawahar Knowledge Centre Applications during the academic year 2017-18. The In-charge, Department of Jawahar Knowledge Center is requested to follow the due procedure for conducting the said course and submit a report thereof.


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PRINCIPAL (F.A.C)
S.CH.V.P.M.R. Govt. Degree College
Accredited "B" by NAAC
GANAPAVARAM (W.G.Dt.,)

2

JKC CERTIFICATE COURSE CIRCULAR - I

DT: 27-07-2017

This is to inform all the students that a certificate course in "Communication Skills" is going to be started from 1-08-2017. Under JKC platform of the College, In this regards all the final year students are instructed to register their names on & before 01-08-2017. Course starts from 01-08-2017

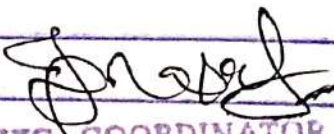
Venue: JKC LAB

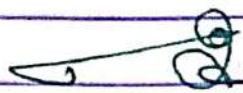
TIME: 9 AM TO 10 AM

Responsible person: C.O. Srinivasa Rao

For circulation:-

1. 1st BA
2. 1st B.Com (Gen & CA)
3. 1st B.Sc (MPC, MPC & BZC)


 JKC COORDINATOR
 Govt. Degree College,
 Ganapavaram.


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 GANAPAVARAM-534198. (W.G.Dist)

PRINCIPAL

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SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
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**JAWAHAR KNOWLEDGE CENTRE
CERTIFICATE COURSES
COMMUNICATIONAL SKILLS - SYLLABUS**

Communication Skills (Duration 32 to 35 Hours)	
S.No.	Grammar
1	Self Introduction
2	Be,'Do' and 'Have' Forms
3	Simple Present Tense
4	Present Progressive Tense
5	Present Perfect and Present Perfect Progressive Tense
6	Simple Past : Questions and Negative
7	Simple Past and Present Perfect Tense
8	Simple Past and Past Progressive Tenses
9	The Future Time
10	Concord
11	Conditional Clauses
12	Voice
13	Reported Speech
14	Articles
15	Adjectives
	Speaking Skills
16	Vowel Sound
17	Consonant Sounds
18	Neutralization of Accent
19	Change of Speech Patterns
	Voice Based Efficiency
20	Making polite Requests
21	Offering, Accepting and Denying Help
22	Asking for and Giving Directions
23	Agreeing and Disagreeing
24	Making Complaints
	Reading Skills
25	Synonyms
26	Antonyms
27	Reading Skills-I (Skimming and Scanning)
28	Reading Skills-II
29	Reading Skills-III
30	Reading Skills-IV
31	Reading Comprehension
	Writing Skills
32	Paragraph Writing
33	Essay Writing
34	Precis Writing
35	Resume Writing



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STUDENT REGISTRATION FORM

CERTIFICATE COURSE in

COMMUNICATION SKILLS

Course Outline

Duration: 40 days (01-08-2017 to 23/09/2017) Course fee:

Target group: II & III year students (38 days)

PHOTO

Name of the Student: S. Sudhakas

Date: 28/07/2017

Gender: Male

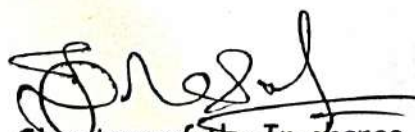
Program studying: B. Com (Computers).

College Admission Number of the student: 11330jkc 2017 Batch I - 17014571

Email: sudha.jkc@rediffmail.com

Mobile: 8096815457.

Academic Year: 2017 - 2018


Signature of the In-charge
JKC, COORDINATOR
Govt. Degree College,
Ganapavaram.

S. Sudhakas
Signature of the student



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ESTD. 1972, AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, ACCREDITED NAAC, B

STUDENT REGISTRATION FORM

CERTIFICATE COURSE in

----- Communication Skills -----

Course Outline

Duration: 40 days 01-08-2017 to 23-09-2017 Course fee:

Target group: II & III year students (38 days)

PHOTO

Name of the Student: J. Rani

Date: 28-07-2017

Gender: female

Program studying: B.com (computers)

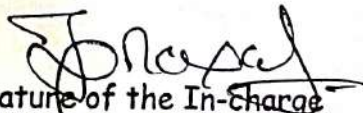
College Admission Number of the student: 11330jkc 2017 Batch I 17014569. (6317)

Email: jrani@rediffmail.com

Mobile: 9949135422

Academic Year: 2017-2018

J. Rani
Signature of the student


Signature of the In-charge
JKC, COORDINATOR
Govt. Degree College,
Ganapavaram.



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
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(Affiliated to Adikavi Nannaya University, Rajamahendravaram, A.P.)

Department of Jawahar Knowledge Centre
Certificate course on "Communication Skills"

Academic Year: 2017-18

STUDENT ENROLLMENT LIST

Sl.No.	Admn. No.	Class	Name of the Student
1	6137	B.COM(CA)	J RANI
2	6138	B.COM(CA)	S SUDHAKAR
3	6139	B.COM(CA)	YADLA RAMANI
4	6142	B.COM(CA)	V J N S KAMALA
5	6143	B.COM(CA)	D SIVA KUMAR
6	6144	B.COM(CA)	G T NAGA RATNAM
7	6145	B.COM(CA)	EEDA SUNEEL
8	6147	B.COM(CA)	T DURGA
9	6153	B.COM(CA)	A MOUNIKA
10	6154	B.COM(CA)	N SIVA DURGA
11	6157	B.COM(CA)	K YEDUKONDALU
12	6159	B.COM(CA)	B V K SUBHASHANI
13	6165	B.COM(CA)	V KOTAYYA
14	6167	B.COM(CA)	G MOUNIKA
15	6168	B.COM(CA)	L PAVAN SURYA
16	6171	B.COM(CA)	B N V PRASAD
17	6172	B.COM(CA)	D SIRISHA
18	6174	B.COM(CA)	PAMULA NAVEEN
19	6176	B.COM(CA)	D KIRAN KUMAR
20	6180	B.COM(CA)	L LAKSHMI KOTESWARI
21	6191	B.COM(CA)	G PARAMJYOTHI
22	6195	B.COM(CA)	A SUBRAHMANYAM

23	6199	B.COM(CA)	CH SIRISHA
24	6217	B.COM(CA)	P ANVESH
25	6227	B.COM(CA)	NAKKA JAYA RAJU
26	6229	B.COM(CA)	P MOJES
27	6241	B.COM(CA)	G YESU
28	6239	B.COM(CA)	N HARIKA
29	6207	B.COM(CA)	K DURGA BHAVANI
30	6254	B.COM(CA)	U JEEVARATNAM
31	6258	B.COM(CA)	BODA VIJAYA RAJU
32	6259	B.COM(CA)	M RAJESWARI
33	6169	B.COM(CA)	M P D PRASADA RAO
34	6181	B.COM(CA)	K NARAYANA RAO
35	6192	B.COM(CA)	S S VENKATA DURGA
36	6216	B.COM(CA)	J VENNELA RANI
37	6218	BCOM(GEN)	K SATISH RAJU
38	6223	BCOM(GEN)	D KISHORE
39	6224	BCOM(GEN)	S D P JAGANNADHAM
40	6235	BCOM(GEN)	M ANANDA RAO
41	6219	BCOM(GEN)	B B M PRASAD


 Course Coordinator
JKC, COORDINATOR
 Govt. Degree College,
 Ganapavaram.


 Principal
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CIRCULAR - II

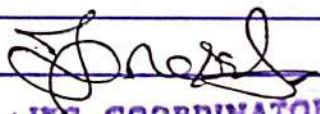
DT: 02-09-2017


All the (IIIrd B. Com (Gen) & (C.A)) certificate course students are instructed attend the Formative Assessment Test on Communicative Skills on 04-09-2017 without fail.

Venue: - JRC Room

Date & Time: 4 PM TO 5 PM & 04-09-2017
For circulation

- i, III B. Com (General) B.
- ii, II B. Com (Computer Applications) B.


JRC COORDINATOR
 Govt. Degree College,
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GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198

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JAWAHAR KNOWLEDGE CENTRE
Certificate Course in "Communication Skills"

10/15

Formative Assessment Test

Max. Marks: 15

Time: 30 minutes

Name of the Student: J. Rani
Group: B.Com (COMPUTERS)
Admn. No.: 6137

Answer all the following (15 X 1 = 15)

Q1. The origin of the word communication is _____
A) Communicate B) ~~Communicare~~ C) Compute D) ~~Compuete~~

Q2. The first language which we learn or speak as a child _____
A) Jargon B) Dialect C) ~~Mother Tongue~~ D) Vernacular

Q3. Which of the following shows a positive facial expression?
A) ~~Frowning while concentrating~~ B) Maintaining eye contact
C) Smiling continuously D) Rolling up your eyes

Q4. What is a sentence?
A) A group of ideas. B) A group of words that communicate a complete thought.
C) A set of rules to write correctly. D) A set of words that is grammatically correct

Q5. Which type of word is generally not used in verbal communication. ()
A) ~~Technical~~ B) Simple C) Easy D) Local Language

Q6. _____ are a group of words that together act as a grammatical units.
A) Imperative B) Interrogative C) ~~Phrase~~ D) Exclamatory

Q7. Using abbreviations in communication leads to which type of communication barrier _____
A) Language/ Linguistic B) ~~Physical~~ C) Cultural D) Organisational

Q8. which can be used to overcome the communication barrier _____
A) ~~Using a translator~~ B) By writing a letter C) Not communicating at all
D) Using your own language

Q9. Which of the following is NOT a communication barrier? _____
A) Linguistic barrier B) ~~Interpersonal barrier~~ C) Financial barrier
D) Organisational barrier

Q10. Which type of words should be used for good communication? _____
A) Acronyms B) Technical C) Jargons D) ~~Simple~~

Q11. Sending a letter is which type of communication? _____ ✓

- A) Listening B) Writing C) Speaking D) Reading

Q12. Which of the following is not an element of the communication cycle? _____ ✗

- A) Channel B) Receiver C) Time D) Sender

Q13. Written communication can be classified in which type of communication? _____ ✓

- A) Non-verbal B) Verbal C) Visual D) None of these

Q14. The abilities to communicate properly are: _____ ✓

- A) read B) write C) speak D) all of these

Q15. Which of the following is an example of negative feedback? _____ ✗

- A) You can dance better B) Your dance was good but can dance better
C) Your dance skill is not really good. You have to practice more D) None of the above

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JAWAHAR KNOWLEDGE CENTRE



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
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GAHAPAVADAM 534 198



JAWAHAR KNOWLEDGE CENTRE
Certificate Course in "Communication Skills"

Formative Assessment Test

Max. Marks: 15

Time: 30 minutes

Name of the Student: Yadla Ramani

Group: B.com (computers)

Admn. No.: 6139

Answer all the following (15 X 1 = 15)

- Q1. The origin of the word communication is _____
A) Communicate B) Communicare C) Compute D) Compute
- Q2. The first language which we learn or speak as a child _____
A) Jargon B) Dialect C) Mother Tongue D) Vernacular
- Q3. Which of the following shows a positive facial expression?
A) Frowning while concentrating B) Maintaining eye contact
C) Smiling continuously D) Rolling up your eyes
- Q4. What is a sentence?
A) A group of ideas. B) A group of words that communicate a complete thought.
C) A set of rules to write correctly. D) A set of words that is grammatically correct
- Q5. Which type of word is generally not used in verbal communication. ()
A) Technical B) Simple C) Easy D) Local Language
- Q6. _____ are a group of words that together act as a grammatical units.
A) Imperative B) Interrogative C) Phrase D) Exclamatory
- Q7. Using abbreviations in communication leads to which type of communication barrier _____
A) Language/ Linguistic B) Physical C) Cultural D) Organisational
- Q8. which can be used to overcome the communication barrier _____
A) Using a translator B) By writing a letter. C) Not communicating at all
D) Using your own language
- Q9. Which of the following is NOT a communication barrier? _____
A) Linguistic barrier B) Interpersonal barrier C) Financial barrier
D) Organisational barrier
- Q10. Which type of words should be used for good communication? _____
A) Acronyms B) Technical C) Jargons D) Simple

Q11. Sending a letter is which type of communication? _____

- A) Listening B) Writing C) Speaking D) Reading

Q12. Which of the following is not an element of the communication cycle? _____

- A) Channel B) Receiver C) Time D) Sender

Q13. Written communication can be classified in which type of communication? _____

- A) Non-verbal B) Verbal C) Visual D) None of these

Q14. The abilities to communicate properly are: _____

- A) read B) write C) speak D) all of these

Q15. Which of the following is an example of negative feedback? _____

- A) You can dance Better B) Your dance was good but can dance better
C) Your dance skill is not really good. You have to practice more D) None of the above

@@@@@@@@@@

JAWAHAR KNOWLEDGE CENTRE

4

CIRCULAR - 3

Date: 25-09-2017

All the "Communication Skills" Certificate Course students are instructed to attend the "Summative Test" on 26-09-2017 with out fail.

Venue: - JKE ROOM

Time: 4pm to 5pm

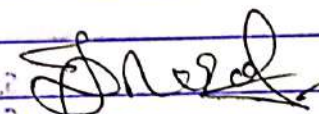
DATE: 26-09-2017

For circulation:-


1. II B.Com (General) fi

2. III B.Com (Computer Applications) fi

GOVERNMENT
SCHOOL
GANAPAVARAM


J.K.C. COORDINATOR
Govt. Degree College,
Ganapavaram.

NOTARIZATION
NOTARY PUBLIC
GANAPAVARAM


20/9/17
PRINCIPAL

S.CH.V.P.M.R. Govt. Degree College
GANAPAVARAM-534198. (W.G.Dist)

Name Of The Office

Attendance

S. No.	NAME	Designation	1	2	3	4	5	6	7	8	9	10
35	S.S. Venkata Dwiga	6192	P		P	P	P	P	P	P		
36	J. Venela Rani	6216	A		A	P	P	P	P	P		
37	K. Sathesh Raju	6218	P		P	P	P	A	P	P		
38	D. Kishore	6223	P		P	P	P	A	P	P		
39	S.D.P Jagannadham	6224	P		P	P	P	P	A	P		
40	M. Ananda Rao	6235	P		A	P	P	P	P	P		
41	B.B.M Prasada Rao	6219	P		P	P	P	P	P	P		

SUNDAY
 SUNDAY
 SUNDAY
 SUNDAY
 SUNDAY

Register

Month Sep
Year 2019

11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Remarks
P	P	P	P	P	A		P	P	P	P	P										36	94%
P	P	P	P	P	P		P	P	P	A	P										32	84%
P	P	P	P	P	P		P	P	P	P	P										32	84%
P	P	P	P	P	P		P	P	P	P	A										32	84%
P	A	P	P	P	P		P	P	P	P	P										29	76%
P	P	P	P	P	P		P	P	P	P	P										36	94%
A	P	P	P	A	P		P	P	P	P	P										34	87%

Total 58
Remarks

[Signature]
JPA COORDINATOR
Govt. Degree College,
Gandapalem.

[Signature]
PRINCIPAL
SCH.V.P.M.R. Govt. Degree College
GANDAPALEM, SRIKANTHAPURAM.



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198



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JAWAHAR KNOWLEDGE CENTRE

Certificate Course in "Communication Skills"

Summative Assessment Test at the End of the Course

15/25

Max. Marks: 25

Time: 50 minutes

Name of the Student: J. Rani
Group: B.COM (COMPUTERS)
Admn. No.: 6137

Answer all the following (25 X 1 = 25)

- Q1. The origin of the word communication is _____ ✓
A) Communicate B) ~~Communicare~~ C) Compute D) ~~Compu~~
- Q2. Types of words used for verbal communication? _____ ✓
A) Acronyms B) ~~Simple~~ C) Technical D) Jargons
- Q3. The first language which we learn or speak as a child _____ ✓
A) Jargon B) Dialect C) ~~Mother Tongue~~ D) Vernacular
- Q4. Which of the following shows a positive facial expression? ✓
A) ~~Frowning while concentrating~~ B) Maintaining eye contact
C) Smiling continuously D) Rolling up your eyes
- Q5. By what method we can know what the receiver understood or got the message _____ ✓
A) transmitting B) ~~feedback~~ C) message D) listening
- Q6. What is a sentence? _____ ✓
A) A group of ideas. B) ~~A group of words that communicate a complete thought.~~
C) A set of rules to write correctly. D) A set of words that is grammatically correct
- Q7. Which type of word is generally not used in verbal communication? _____ ✓
A) Technical B) ~~Simple~~ C) Easy D) Local Language
- Q8. _____ can be presented by face ✓
A) Gestures B) ~~Body Language~~ C) Para Language D) ~~Expressions~~
- Q9. _____ are a group of words that together act as a grammatical units. ✓
A) ~~Imperative~~ B) Interrogative C) Phrase D) Exclamatory
- Q10. Using abbreviations in communication leads to which type of communication barrier _____ ✓
A) Language/ Linguistic B) Physical C) Cultural D) Organisational
- Q11. which can be used to overcome the communication barrier _____ ✓
A) ~~Using a translator~~ B) By writing a letter C) Not communicating at all
D) Using your own language
- Q12. Which of the following is NOT a communication barrier? _____ ✓
A) Linguistic barrier B) Interpersonal barrier C) ~~Financial barrier~~
D) Organisational barrier

Q13. Straight body posture shows what? _____ ✓
A) Pride B) Professionalism C) Confidence D) Humility

Q14. Which of the following is a positive facial expression? _____ ✗
A) Staring hard B) Wrinkled forehead C) Looking somewhere else
D) Nodding while listening

Q15. Which type of words should be used for good communication? _____ ✓
A) Acronyms B) Technical C) Jargons D) Simple

Q16. Sending a letter is which type of communication? _____ ✓
A) Listening B) Writing C) Speaking D) Reading

Q17. Which of the following is not an element of the communication cycle? _____ ✗
A) Channel B) Receiver C) Time D) Sender

Q18. Written communication can be classified in which type of communication? _____ ✓
A) Non-verbal B) Verbal C) Visual D) None of these

Q19. _____ is the exchange of messages in the communication cycle. ✓
A) Transmitting B) Listening C) Message D) Feedback

Q20. The abilities to communicate properly are: _____ ✗
A) read B) write C) speak D) all of these

Q21. Which of the following is an example of negative feedback? ✗
A) You can dance Better B) Your dance was good but can dance better
C) Your dance skill is not really good. You have to practice more D) None of the above

Q22. _____ is not a communication barrier? ✗
A) Language B) Culture C) Habits D) Physical

Q23. The communication cycle does not include _____ ✓
A) sender B) message C) receiver D) programming

Q24. Which of the following is quick and clear method of communication? ✗
A) e-mail B) notices/posters C) face-to-face-informal-communication
D) business meetings

Q25. Which method is good for taking leave in the office? _____ ✗

A) Website B) notices/posters C) e-mail D) business meetings

\$\$\$\$\$\$\$\$\$\$



13
25

JAWAHAR KNOWLEDGE CENTRE

Certificate Course in "Communication Skills"

Summative Assessment Test at the End of the Course

Max. Marks: 25

Time: 50 minutes

Name of the Student: Yadla Raman
Group: B.com (computers)
Admn. No.: 6139

Answer all the following (25 X 1 = 25)

- Q1. The origin of the word communication is _____ ✓
A) Communicate B) ~~Communicare~~ C) Compute D) ~~Comute~~
- Q2. Types of words used for verbal communication? _____ ✓
A) Acronyms B) ~~Simple~~ C) Technical D) ~~Jargons~~
- Q3. The first language which we learn or speak as a child _____ ✓
A) Jargon B) Dialect C) ~~Mother Tongue~~ D) Vernacular
- Q4. Which of the following shows a positive facial expression? _____ ✓
A) ~~Frowning while concentrating~~ B) Maintaining eye contact
C) Smiling continuously D) Rolling up your eyes
- Q5. By what method we can know what the receiver understood or got the message _____ ✓
A) transmitting B) ~~feedback~~ C) message D) listening
- Q6. What is a sentence? _____ ✓
A) A group of ideas. B) ~~A group of words that communicate a complete thought.~~
C) A set of rules to write correctly. D) A set of words that is grammatically correct
- Q7. Which type of word is generally not used in verbal communication? _____ ✓
A) Technical B) ~~Simple~~ C) Easy D) Local Language
- Q8. _____ can be presented by face ✓
A) ~~Gestures~~ B) Body Language C) Para Language D) ~~Expressions~~
- Q9. _____ are a group of words that together act as a grammatical units. ✓
A) ~~Imperative~~ B) Interrogative C) Phrase D) Exclamatory
- Q10. Using abbreviations in communication leads to which type of communication barrier _____ ✓
A) Language/ Linguistic B) ~~Physical~~ C) Cultural D) Organisational
- Q11. which can be used to overcome the communication barrier _____ ✓
A) ~~Using a translator~~ B) By writing a letter C) Not communicating at all
D) Using your own language
- Q12. Which of the following is NOT a communication barrier? _____ ✓
A) Linguistic barrier B) Interpersonal barrier C) ~~Financial barrier~~
D) Organisational barrier



(Affiliated to Adikavi Nannaya University, Rajamahendravaram, A.P.)

Department of Jawahar Knowledge Centre
Certificate course on "Communication Skills"

Academic Year: 2017-18

RESULT SHEET

Sl.No.	Admn. No.	Class	Name of the Student	FA Marks	SA Marks	Total	Grade
				15	25	40	
1	6137	B.COM(CA)	J RANI	10	15	25	B
2	6138	B.COM(CA)	S SUDHAKAR	12	20	32	A
3	6139	B.COM(CA)	YADLA RAMANI	08	13	21	C
4	6142	B.COM(CA)	V J N S KAMALA	13	18	31	A
5	6143	B.COM(CA)	D SIVA KUMAR	12	20	32	A
6	6144	B.COM(CA)	G T NAGA RATNAM	12	18	30	B
7	6145	B.COM(CA)	EEDA SUNEEL	11	20	31	A
8	6147	B.COM(CA)	T DURGA	13	21	34	A
9	6153	B.COM(CA)	A MOUNIKA	08	14	22	C
10	6154	B.COM(CA)	N SIVA DURGA	12	20	32	A
11	6157	B.COM(CA)	K YEDUKONDALU	12	18	30	A
12	6159	B.COM(CA)	B V K SUBHASHANI	10	18	28	B
13	6165	B.COM(CA)	V KOTAYYA	08	14	22	C
14	6167	B.COM(CA)	G MOUNIKA	09	18	27	B
15	6168	B.COM(CA)	L PAVAN SURYA	10	17	27	B
16	6171	B.COM(CA)	B N V PRASAD	11	21	32	A
17	6172	B.COM(CA)	D SIRISHA	10	15	25	B
18	6174	B.COM(CA)	PAMULA NAVEEN	12	20	32	A
19	6176	B.COM(CA)	D KIRAN KUMAR	08	13	21	C
20	6180	B.COM(CA)	L LAKSHMI KOTESWARI	AB	AB	AB	F
21	6191	B.COM(CA)	G PARAMJYOTHI	10	18	28	B
22	6195	B.COM(CA)	A SUBRAHMANYAM	09	11	20	C

23	6199	B.COM(CA)	CH SIRISHA	AB	AB	AB	F
24	6217	B.COM(CA)	P ANVESH	11	20	31	A
25	6227	B.COM(CA)	NAKKA JAYA RAJU	AB	AB	AB	F
26	6229	B.COM(CA)	P MOJES	12	22	34	A
27	6241	B.COM(CA)	G YESU	11	18	29	B
28	6239	B.COM(CA)	N HARIKA	10	21	31	A
29	6207	B.COM(CA)	K DURGA BHAVANI	11	11	22	C
30	6254	B.COM(CA)	U JEEVARATNAM	09	19	28	B
31	6258	B.COM(CA)	BODA VIJAYA RAJU	10	14	24	C
32	6259	B.COM(CA)	M RAJESWARI	09	18	27	B
33	6169	B.COM(CA)	M P D PRASADA RAO	11	17	28	B
34	6181	B.COM(CA)	K NARAYANA RAO	AB	AB	AB	F
35	6192	B.COM(CA)	S S VENKATA DURGA	10	21	31	A
36	6216	B.COM(CA)	J VENNELA RANI	11	15	26	B
37	6218	BCOM(GEN)	K SATISH RAJU	12	20	32	A
38	6223	BCOM(GEN)	D KISHORE	09	13	22	C
39	6224	BCOM(GEN)	S D P JAGANNADHAM	AB	AB	AB	F
40	6235	BCOM(GEN)	MANANDA RAO	14	21	35	A
41	6219	BCOM(GEN)	B B M PRASAD	10	17	27	B

Grade: > 30 – A, 26 to 30-B, 21 to 25-C, 15 to 20 –D, < 15 – Fail



PRINCIPAL
S.CH.V.P.M.R.Govt.Degree College
GANAPAVARAM-534198. (W.G.Dist)



Course Coordinator
J.K.C. (DORPUB) 11
Govt. Degree College
Ganapavaram.

CERTIFICATE COURSES under JKC PLATFORM, SCHVPMR GOVT. DEGREE COLLEGE, GANAPAVARAM

**COURSE-WISE ABSTRACT
COMMUNICATION SKILLS (DURATION:01-08-2017 TO 23-09-2017=38 DAYS)**

Name of the Certificate Course:

SL. No.	Name of the student	College Admn. No.	Academic year	Batch No.	Whether qualified?	Whether received Certificate	Signature of the Student
1	J RANI	6137	2017-18	I	YES	Yes	J. Rani
2	S SUDHAKAR	6138	2017-18	I	YES	Yes	S. Sudhakar
3	YADLA RAMANI	6139	2017-18	I	YES	Yes	Y. Romani
4	V J N S KAMALA	6142	2017-18	I	YES	Yes	V.J.N.S. Kamala
5	D SIVA KUMAR	6143	2017-18	I	YES	Yes	D. Siva Kumar
6	G T NAGA RATNAM	6144	2017-18	I	YES	Yes	G.T.Naga Ratnam
7	EEDA SUNEEL	6145	2017-18	I	YES	Yes	E. Suneel
8	T DURGA	6147	2017-18	I	YES	Yes	T. Durga
9	A MOUNIKA	6153	2017-18	I	YES	Yes	A. Mounika
10	N SIVA DURGA	6154	2017-18	I	YES	Yes	N. Siva Durga
11	K YEDUKONDALU	6157	2017-18	I	YES	Yes	K. Yedukondalu
12	B V K SUBHASHANI	6159	2017-18	I	YES	Yes	B.V.K. Subhashani
13	V KOTAYYA	6165	2017-18	I	YES	Yes	V. Kotayya
14	G MOUNIKA	6167	2017-18	I	YES	Yes	G. Mounika
15	L PAVAN SURYA	6168	2017-18	I	YES	Yes	L. Pavan surya
16	B N V PRASAD	6171	2017-18	I	YES	Yes	B.N.V. Prasad
17	D SIRISHA	6172	2017-18	I	YES	Yes	D. Sirisha
18	PAMULA NAVEEN	6174	2017-18	I	YES	Yes	P. Naveen
19	D KIRAN KUMAR	6176	2017-18	I	YES	Yes	D. Kiran Kumar
20	L LAKSHMI KOTESWARI	6180	2017-18	I	NO	—	—
21	G PARAMJYOTHI	6191	2017-18	I	YES	Yes	G. paramjyothi
22	A SUBRAHMANYAM	6195	2017-18	I	YES	Yes	A. Subrahmanyam
23	CH SIRISHA	6199	2017-18	I	NO	—	—
24	P ANVESH	6217	2017-18	I	YES	Yes	P. Anvesh
25	NAKKA JAYA RAJU	6227	2017-18	I	NO	—	—
26	P MOJES	6229	2017-18	I	YES	Yes	P. Mojés
27	G YESU	6241	2017-18	I	YES	Yes	G. Yesu
28	N HARIKA	6239	2017-18	I	YES	Yes	N. Harika
29	K DURGA BHAVANI	6207	2017-18	I	YES	Yes	K. Durga Bhavani
30	U JEEVARATNAM	6254	2017-18	I	YES	Yes	U. Jeava Ratnam
31	BODA VIJAYA RAJU	6258	2017-18	I	YES	Yes	B. Vijaya Raju
32	M RAJESWARI	6259	2017-18	I	YES	Yes	M. Rajeswari
33	M P D PRASADA RAO	6169	2017-18	I	YES	Yes	M. P. D. prasada Rao
34	K NARAYANA RAO	6181	2017-18	I	NO	—	—
35	S S VENKATA DURGA	6192	2017-18	I	YES	Yes	S.S.V. Durga
36	J VENNELA RANI	6216	2017-18	I	YES	Yes	J. Vennela Rani
37	K SATISH RAJU	6218	2017-18	I	YES	Yes	K. Satish Raju
38	D KISHORE	6223	2017-18	I	YES	Yes	D. Kishore
39	S D P JAGANNADHAM	6224	2017-18	I	NO	—	SDP. Jagannadham
40	M ANANDA RAO	6235	2017-18	I	YES	Yes	M. Anand Rao
41	B B M PRASAD	6219	2017-18	I	YES	Yes	B. B. M. Prasad

I/c 

S.CH.V.P.M.R. Govt. Degree College
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SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPATHURAM-534 758

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Department of Jawahar Knowledge Centre
Certificate course Report on "Communication Skills"
Academic Year: 2017-18

Certificate Courses are a great value addition to the affiliating university curriculum. They widen the area of curriculum and strengthen the content in the curriculum. The Institution duly recognizes the key role of certificate courses in enhancing the skills of the UG students. Therefore, the College offers four certificate courses through its Jawahar Knowledge Centre Platform (JKC), Placement and Training Cell.

SL No.	Name of the Course	Duration
2	Communication skills	30-40 days

A set of syllabus is adopted for each course with specified objectives and outcomes, and it is taught by a qualified faculty member/trainer. During the course, one formative assessment test was conducted to monitor the student progress and provide feedback for improvement. A summative assessment test is conducted for a total of 25 marks, with 15 marks as the qualifying mark. Certificates are distributed to the students who successfully completed the course and met the qualifying marks.


In the academic year 2017-18, the four certificate courses were offered twice. 41 students got enrolled into this Communication Skills certificate course, as per the schedule and time table. During the course, blending teaching methods were adopted. Model interviews, just a minute sessions, quizzes, group discussions, debates and elocutions were conducted. In the summative assessment test, only 36 students scored qualifying marks. All the qualified students were given Certificates of Achievement.

Name of the Course	Name of the Faculty	Course Duration	Qualified/Registered
Communication Skills	Sri G.D.Srinivas	01-08-2017 to 23-09-2017(38 Days)	36/41

Name of the Course	Objectives Stated	Outcomes Achieved
Communication Skills	1. To improve the students' oral and written communication skills 2. To develop their confidence in public speaking 3. To enhance their ability to articulate their thoughts clearly	1. Increased confidence in speaking 2. Improved communication ability in real-life contexts 3. Sustained conversation abilities

On the whole, the certificate course was successful in achieving their objectives, providing students with valuable skills and knowledge in the field of communication skills.


 Course Coordinator
 JKC, COORDINATOR
 Govt. Degree College,
 Ganapavaram.


 PRINCIPAL (F.A.C)
 S.CH.V.P.M.R. Govt. Degree College
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SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
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CERTIFICATE

This is to certify that

YADLA RAMANI, III B.COM(CA)(Admin No:6139)

of

SCHVPMR Govt Degree College, Ganapavaram

Has successfully completed certificate course on

"COMMUNICATION SKILLS" held from 01 Aug, 2017 – 23 Sep, 2017

Offered by Department of Jawahar Knowledge Centre with grade "C"


I.V.L.R.K Prasad
Course Coordinator


P.Madhu Raju
Principal(FAC)



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE


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CERTIFICATE

This is to certify that
Mr S SUDHAKAR, III B.COM(CA)(Admin No:6138)
of
SCHVPMR Govt Degree College, Ganapavaram
Has successfully completed certificate course on
"COMMUNICATION SKILLS" held from 01 Aug, 2017 – 23 Sep, 2017
Offered by Department of Jawahar Knowledge Centre with grade "A"


V.L.R.K Prasad
Course Coordinator


P.Madhu Raju
Principal(FAC)