



**KTS GOVERNMENT DEGREE COLLEGE  
RAYADURG  
ANANTHAPURAM DIST**

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**ACADEMIC YEAR 2024-2025**

**SEMESTER-IV**

***CERTIFICATE COURSE***


***IN***

**COMMUNICATION SKILLS AND SOFT SKILLS**

**DEPARTMENT OF ENGLISH**

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In-Charge  
Department Of English  
K T S Govt.Degree College

To  
The Principal  
KTS Govt. Degree College  
Rayadurg  
Ananthapuram Dist.

Kurnool  
27.12.2024

Sir,

Sub: Dept of English-KTS-GDC, Rayadurg, Ananthapuram Dist-  
Request for permission to commence Certificate Course – IV  
Sem Students-Reg.

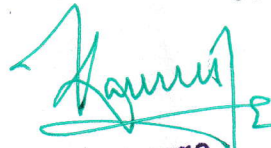
Ref: Department of English resolution dated: 21.12.2024

With reference to the above, it is submitted to your kind notice that the Department of English has resolved unanimously to commence a certificate course entitled "A Certificate Course in Communication Skills and Soft Skills" for IV Semester students (30 students only) for the academic year 2024-2025.

In this regard, permission may be accorded to circulate among students to take enrolment from the interested students.

Thanking you sir,

Yours faithfully,

  
In-Charge  
Department Of English  
K T S Govt.Degree College

# KTS GOVT. DEGREE COLLEGE:: RAYADURG

## ANANTHAPURAM DIST

Department of English  
27.12.2024

### CIRCULAR

The Department of English is introducing certificate course entitled "**A Certificate Course in Communication Skills and Soft Skills**" for the IV Semester students in the academic year 2024-25.

Hence the students who are interested can register their names in the Department of English positively.


Duration of the Course: *One semester ( Jan to April 2025)*

No of Classes to be held: *30 Hours*

Type Exam: *Objective*

Certificate will be issued to the students who complete their course.

For further details please contact the undersigned

  
In-Charge  
In-Charge  
Department Of English  
K T S Govt. Degree College

  
Principal  
27/12/24  
PRINCIPAL  
KTS Govt. Degree College  
RAYADURG

Copy to all In-charges

Copy to IQAC Coordinator

Copy to Notice Board

II Bcom CA - Jansen - see in Computer App

II BA G.R. - see in file.

II Bsc Nymun - see in matrix.

II Bcom (U)

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# **KTS GOVT. DEGREE COLLEGE:: RAYADURG**

## **ANANTHAPURAM DIST**

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### **DEPARTMENT OF ENGLISH**

**(A Certificate Course in Communication Skills and Soft Skills)**

#### **SYLLABUS FOR COMMUNICATION SKILLS (2024-25)**

##### **Unit-1: Communication: An Introduction**

- a) Definition, Nature and Scope of Communication
- b) Importance and Purpose of Communication
- c) Process of Communication
- d) Types of Communication

##### **Unit-2: Non-Verbal Communication**

- a) Personal Appearance
- b) Gestures
- c) Postures
- d) Facial Expression
- e) Eye Contacts
- f) Body Language(Kinesics)
- g) Time language
- h) Silence
- i) Tips for Improving Non-Verbal Communication

##### **Unit-3: Effective Communication**

- a) Essentials of Effective Communication
- b) Communication Techniques
- c) Barriers to Communication

#### **SYLLABUS FOR SOFT SKILLS**

##### **Unit 4 -Public Speaking**

- a. The power of Public Speaking
- b. Developing confidence
- c. Planning
- d. Preparation
- e. Successful and effective delivery of speech

##### **Unit - 5Group Discussion**

- a. What is group discussion?
- b. Why are group discussions held?
- c. Preparation for a group discussion
- d. Skills for effective participation
- e. Traits tested in a group discussion
- f. Initiating a group discussion

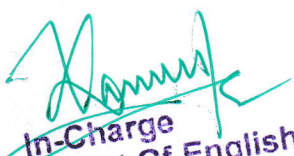
- g. Non-verbal communication in group discussion
- h. Types of group discussions

#### **Unit-6: Interviews**

- a. Interviewing in the 21st century
- b. Developing an Interview Strategy
- c. Taking Care of the Details
- d. Practicing for the Interview
- e. During the Interview
- f. Stress Interviews
- g. Traditional Interviews Writing Skills
- h. Basics of writing
- i. Writing paragraphs
- j. Writing research articles
- k. Report writing
- l. Writing a CV

#### **Reference Books:**

1. Technical Communication , Principle and Practice by Meenakshi Raman & Sangeeta Sharma, Oxford University Press
2. Basic Communication Skills by P.Kiranmai Dutt, Geetha Rajeevan, Cambridge University Press Books
3. Business Communication- concepts, cases & applications, Chaturvedi & Chaturvedi, Pearson
4. Business Communication, Meenakshi Raman & Prakash Singh, Oxford
5. Communication for Management, Urmila Rai and S M Rai, HPH
6. Business and Managerial Communication, Sengupta, PHI
7. Business Communication for Managers, P. Mehra, Pearson
8. BCOM 2nd Edition, Lehman and Sinha, Cengage
9. Soft Skills K Alex, S Chand 10. Business Communication, Kalia and Agarwal, Wile

  
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# KTS GOVT. DEGREE COLLEGE:: RAYADURG

## ANANTHAPURAM DIST

### DEPARTMENT OF ENGLISH

**Objectives** of the Certificate Course entitled "***A certificate Course in Communication Skills and Soft Skills***"

To develop the communication skills and soft skills of the students and enhance the ability of the students to participate in group discussions and personal interviews

To help the students develop communication skills and self confidence

To motivate the students to acquire employability skills

To introduce various interview techniques to the students

To motivate the students to becomes good public speakers

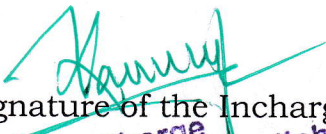
To develop leadership qualities in the students


To guide the students how to tackle interviews

To help the students to enhance their writing skills

To teach the students how to write a good CV

To introduce various articles in writing to the students

  
Signature of the Incharge  
In-Charge  
Department Of English  
K T S Govt. Degree College

  
Principal 23.4.25  
PRINCIPAL  
KTS Govt. Degree College  
RAYADURG



KTS GOVT. DEGREE COLLEGE:: RAYADURG

DEPARTMENT OF ENGLISH

ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE : 2024-25

**(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)**

S. No	Hall Ticket No	Name of the Student	Subject	
1	23420120866002	A RAMAMURTHI	POL	
2	23420120885028	P BINDUSREE	TEL	
3	23420120892008	K M HAREESH	ECO	
4	23420120892016	M RAGHU	ECO	
5	23420120892024	P TAHANAZ	ECO	
6	23420120905008	C RISHITHA	B Com CA	
7	23420120905013	GADIRA SWETHA	B Com CA	
8	23420120905028	KAMBLE AKHIL	B Com CA	
9	23420120905030	KAMURTHY BABY	B Com CA	
10	23420120905048	N SREEKAR	B Com CA	
11	23420120905056	P YASHASWINI	B Com CA	
12	23420120905060	P KEERTHANA	B Com CA	
13	23420120905063	SBM ADIL	B Com CA	
14	23420120905067	T NIKHITHA	B Com CA	
15	23420120905070	VAGGA GANESH	B Com CA	
16	23420120905073	Y PRAVEEN KUMAR	B Com CA	
17	23420120906006	B MANASA	B Com Gen	
18	23420120906028	K G AKSHAYA	B Com Gen	
19	23420120906030	KATIKA GAYATHRI	B Com Gen	
20	23420120906060	R SNEHA BAI	B Com Gen	
21	23420120906062	S DHANUSH	B Com Gen	
22	23420120918009	GOLLA VANITHA	Bot	
23	23420120919003	BANGI ASMABANU	Mathes	
24	23420120919004	D HARI PRIYA	Mathes	
25	23420120919005	D MYTHRI	Mathes	
26	23420120919010	KUNA DEEPIKA	Mathes	
27	23420120919015	VAGGA K TARA	Mathes	
28	23420120927002	C SUNITHA	Physics	
29	23420120927014	M BHAVANA	Physics	
30	23420120932012	GOLLA PALLAVI	Micro	
31	23420120932035	VAGGA GAGANA	Micro	
32	23420120932036	V JAYARAMA	Micro	



# KTS GOVT DEGREE COLLEGE :: RAYADURG

Department of English

## 2024-25 Batch -I CERTIFICATE COURSE SCHEDULE BY FACULTY

S.No	Name of the Lecturer	Topics Covered by Faculty in Certificate Course										Total Classes
		1	2	3	4	5	6	7	8	9	10	
1	Dr.A. Sunil Kanna Incharge	Introduction to communication	Definition Scope Nature	Imp & Purpose of Comm	Process of Communication	Types of Communication	Public Speaking	Power of Public Speaking	Developing Confidence	Planning & Preparation	Effects of Delivery of Speech	10
2	Sri B Deva Daas Lecturer in English	Non Verbal Communication	Posters & Gestures	Facial Exp & Eye contact	Body language	Tips for Improvement Non Verbal	Interviews	Practicing Interviewing	Etiquettes in Interviewing	Traditional Interviews	Report Writing & CV	10
3	Sri B Pal Raju Lecturer in English	Effective Communication	Essentials of Effective Communication	Communication Techniques	Barriers to Communication	Exercise	Group Discussion	Preparation for a group discussion	Skills for effective participation	Traits tested in a group discussion	Initiating a group discussion	10

Signature of the Incharge  
In-Charge  
Department Of English  
K T S Govt.Degree College

Signature of the Principal  
PRINCIPAL  
KTS Govt. Degree College  
RAYADURG



KTS GOVT. DEGREE COLLEGE:: RAYADURG

Classed by A.S.Kanna

DEPARTMENT OF ENGLISH

ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE : 2024-25

(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)

S. No	Hall Ticket No	Name of the Student	Subject	6/11	8/11	9/11	10/11	20/11	21/11	22/11	23/11	24/11	25/11	26/11	27/11	Total 10
1	23420120866002	A RAMAMURTHI	POL	P	P	P	P	P	P	P	P	P	P	P	P	08
2	23420120885028	P BINDUSREE	TEL	P	P	P	P	P	P	P	P	P	P	P	P	09
3	23420120892008	K M HAREESH	ECO	P	P	P	P	P	P	P	P	P	P	P	P	09
4	23420120892016	M RAGHU	ECO	P	P	P	P	P	P	P	P	P	P	P	P	08
5	23420120892024	P TAHANAZ	ECO	P	P	P	P	P	P	P	P	P	P	P	P	07
6	23420120905008	C RISHITHA	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	10
7	23420120905013	GADIRA SWETHA	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	08
8	23420120905028	KAMBLE AKHIL	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	09
9	23420120905030	KAMURTHY BABY	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	10
10	23420120905048	N SREEKAR	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	08
11	23420120905056	P YASHASWINI	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	09
12	23420120905060	P KEERTHANA	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	08
13	23420120905063	SBM ADIL	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	10
14	23420120905067	T NIKHITHA	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	07
15	23420120905070	VAGGA GANESH	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	08
16	23420120905073	Y PRAVEEN KUMAR	B Com CA	P	P	P	P	P	P	P	P	P	P	P	P	09
17	23420120906006	B MANASA	B Com Gen	P	P	P	P	P	P	P	P	P	P	P	P	08
18	23420120906028	K G AKSHAYA	B Com Gen	P	P	P	P	P	P	P	P	P	P	P	P	10



19	23420120906030	KATIKA GAYATHRI	B Com Gen	P	AB	P	P	P	P	P	P	P	P	P	P	P	08
20	23420120906060	R SNEHA BAI	B Com Gen	P	P	P	AB	P	P	P	P	P	P	P	P	P	09
21	23420120906062	S DHANUSH	B Com Gen	AB	P	P	P	P	P	P	P	P	P	P	P	P	09
22	23420120918009	GOLLA VANITHA	Bot	P	P	AB	P	P	P	P	P	P	P	P	P	P	09
23	23420120919003	BANGI ASMABANU	Mathes	P	P	AB	P	P	P	P	P	P	P	P	P	P	08
24	23420120919004	D HARI PRIYA	Mathes	P	P	P	P	P	P	P	P	P	P	P	P	P	09
25	23420120919005	D MYTHRI	Mathes	P	P	P	AB	P	P	P	P	P	P	P	P	P	08
26	23420120919010	KUNA DEEPIKA	Mathes	P	P	P	AB	P	P	P	P	P	P	P	P	P	08
27	23420120919015	VAGGA K TARA	Mathes	P	P	P	P	P	P	P	P	P	P	P	P	P	08
28	23420120927002	C SUNITHA	Physics	P	P	P	P	P	P	P	P	P	P	P	P	P	09
29	23420120927014	M BHAVANA	Physics	P	P	AB	P	P	P	P	P	P	P	P	P	P	08
30	23420120932012	GOLLA PALLAVI	Micro	P	P	P	P	P	P	P	P	P	P	P	P	P	09
31	23420120932035	VAGGA GAGANA	Micro	P	P	P	P	P	P	P	P	P	P	P	P	P	10
32	23420120932036	V JAYARAMA	Micro	P	P	P	P	P	P	P	P	P	P	P	P	P	08

Signature of the In-Charge  
In-Charge  
Department Of English  
K T S Govt. Degree College

Signature of the Principal  
Principal  
K T S Govt. Degree College  
RAYADURG



# KTS GOVT. DEGREE COLLEGE:: RAYADURG

DEPARTMENT OF ENGLISH

ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE : 2024-25

(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)

S. No	Hall Ticket No	Name of the Student	Subject	10/2	11/2	12/2	13/2	14/2	15/2	16/2	17/2	18/2	19/2	20/2	21/2	22/2	23/2	Total 10
1	23420120866002	A RAMAMURTHI	POL	P	P	P	AB	AB	P	P	P	P	P	P	P	P	P	08
2	23420120885028	P BINDUSREE	TEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	09
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32	23420120932036	V JAYARAMA	Micro	P	AB	P	P	P	P	P	P	AB	08

Signature of the Principal

*[Handwritten Signature]*

Signature of the Principal  
**PRINCIPAL**  
 KTS Govt. Degree College  
 RAYADURG

Signature of the In-Charge

*[Handwritten Signature]*

In-Charge  
 Department Of English  
 K T S Govt. Degree College



**KTS GOVT. DEGREE COLLEGE:: RAYADURG** *classes by B. Palraj*

DEPARTMENT OF ENGLISH

ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE : 2024-25

**(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)**

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18	23420120906028	K G AKSHAYA	B Com Gen	P	P	P	P	P	P	P	P	P	AB	AB	P	08











15. Which type of communication is crucial for public speaking success? [ ]  
 a) One-way communication      b) Two-way communication  
 c) Verbal communication only      d) Nonverbal communication only
16. Which of these are vital for any organisation? [ ]  
 a) Debates      b) Group discussions  
 c) Speeches      d) Arguments
17. Which of these qualities are important in a group discussion? [ ]  
 a) Emotional stability      b) Hostility  
 c) Ignorance      d) Aggressiveness
18. In a group discussion, one must communicate with \_\_\_\_\_ [ ]  
 a) Hostility      b) Ignorance  
 c) knowledge      d) long sentences
19. Which of these must be avoided in a group discussion? [ ]  
 a) Speaking facts      b) Asking questions  
 c) Speaking fast      d) Speaking with clarity
20. Which of these factors do not enhance listening skills? [ ]  
 a) Attention      b) Clear perception  
 c) Fakeness      d) Frankness
21. Which of the following is a key skill in a group discussion? [ ]  
 a) Interrupting others      b) Passive listening  
 c) Nonverbal communication      d) Ignoring others' opinions
22. In a panel discussion, participants: [ ]  
 a) Engage in a structured debate      b) Share their thoughts on a specific topic  
 c) Criticize each other's viewpoints      d) Present opposing arguments
23. What is the primary objective of a brainstorming session? [ ]  
 a) To showcase individual knowledge      b) To argue and debate  
 c) To generate creative ideas and solutions      d) To criticize others' opinions
24. A symposium typically involves: [ ]  
 a) A single speaker presenting a topic      b) Heated debates between participants  
 c) Participants sharing personal anecdotes      d) Voting on the best solution
25. Which type of group discussion aims to explore different viewpoints and reach a consensus? [ ]  
 a) Brainstorming      b) Debate  
 c) Symposium      d) Group problem-solving
26. A fishbowl discussion involves: [ ]  
 a) Participants sitting in a circle and discussing a topic  
 b) Participants discussing a topic without any structure  
 c) Participants arguing with each other  
 d) Participants presenting their viewpoints without listening to others
27. In a round-robin discussion, participants: [ ]  
 a) Debate a controversial topic      b) Engage in one-on-one discussions  
 c) Share their opinions in a structured manner      d) Avoid expressing their viewpoints
28. What is the first step in a group discussion? [ ]  
 a) Presenting individual opinions      b) Interrupting others to share ideas  
 c) Listening to others' viewpoints      d) Criticizing the topic
28. What are the types of Interview Skills? [ ]  
 a) Face to face      b) Behavioural  
 c) Telephonic      d) All of these
29. The word interview is derived from [ ]  
 a) Latin      b) French  
 c) German      d) English
30. What should you focus on during the interview? [ ]  
 a) The salary you want  
 b) How much vacation time you want?  
 c) What you can offer the company or organization?  
 d) What the company or organization can offer your Incorrect response?
31. How many types of interviews are: [ ]



- (a) Two  
(c) Three
- b) Four  
d) Five
32. Interviews are conversations with \_\_\_\_\_ [     ]  
a) fun  
c) friendliness  
b) purpose  
d) informality
33. A job interview is a formal meeting between a job seeker and an employer. [     ]  
a) True  
b) False
34. Which of these is not a type of interview? [     ]  
a) Screening interview  
c) Music interview  
b) Stress interview  
d) Lunch interview
35. How many styles are used in a screening interview? [     ]  
a) Two  
c) Three  
b) Five  
d) Four
36. Which of these interviews is adapted for computer programmers? [     ]  
a) The stress interview  
c) The screening interview  
b) The group interview  
d) The audition
37. In which of these, more than one candidate is interviewed? [     ]  
a) The behavioural interview  
c) The group interview  
b) The stress interview  
d) The audition
38. Which of these interviews is taken for a candidate far away? [     ]  
a) Lunch interview  
c) Stress interview  
b) Telephone  
d) Group interview
39. Which of these is the greatest means of conveying information? [     ]  
a) Writing  
c) Signs  
b) Words  
d) Pictures
40. There is a barrier to communication when words are uttered in a \_\_\_\_\_ sense. [     ]  
a) negative  
c) polite  
b) positive  
d) good
41. Which of these is not an element of non-verbal communication? [     ]  
a) Personal appearance  
c) Eye contact  
b) Posture  
d) Name of the speaker
42. Which of these is not a type of interview question? [     ]  
a) Open  
c) Probing  
b) Closed  
d) Musical
43. Which of these is an open question? [     ]  
a) What are the advantages of a mixed economy?  
b) When did you complete your graduation?  
c) Do you know data processing?  
d) What was your major subject in college? [     ]
44. In a \_\_\_\_\_, each member speaks on a pre-planned subject.  
a) seminar  
c) panel discussion  
b) conference  
d) symposium
45. In which of these people with similar interests contribute with their knowledge? [     ]  
a) seminar  
c) symposium  
b) conference  
d) convention
46. Which of these must be avoided in a meeting? [     ]  
a) Patience  
c) Leadership  
b) Tact  
d) Criticism
47. Which of these is the external sounds present in the channels of communication? [     ]  
a) Noise  
c) Cultural barriers  
b) Semantic problems  
d) Over communication
48. \_\_\_\_\_ are problems arising from expression. [     ]  
a) Cultural barriers  
c) Wrong assumptions  
b) Semantic problems  
d) Selecting perception
49. Which of these can be used to overcome stage fear? [     ]  
a) A speech must be prepared with care.  
c) Facts need not be checked.  
b) A speech must be untimed.  
d) There should be no pause.
50. Any group must advance strength through \_\_\_\_\_. [     ]  
a) debate  
c) speech  
b) unity  
d) dyadic communication



# KTS GOVT. DEGREE COLLEGE:: RAYADURG

DEPARTMENT OF ENGLISH 2024-25

MARKS OBTAINED BY STUDENTS IN CERTIFICATE COURSE : MAX MARKS: 50

## (A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)

S. No	Hall Ticket No	Name of the Student	Subject	Marks obtained	Marks in Words
1	23420120866002	A RAMAMURTHI	POL	41	Fourty one
2	23420120885028	P BINDUSREE	TEL	28	Twenty eight
3	23420120892008	K M HAREESH	ECO	28	Twenty eight
4	23420120892016	M RAGHU	ECO	30	Thirsty
5	23420120892024	P TAHANAZ	ECO	30	Thirsty
6	23420120905008	C RISHITHA	B Com CA	48	Fourty eight
7	23420120905013	GADIRA SWETHA	B Com CA	46	Fourty six
8	23420120905028	KAMBLE AKHIL	B Com CA	44	Fourty four
9	23420120905030	KAMURTHY BABY	B Com CA	48	Fourty eight
10	23420120905048	N SREEKAR	B Com CA	42	Fourty two
11	23420120905056	P YASHASWINI	B Com CA	48	Fourty eight
12	23420120905060	P KEERTHANA	B Com CA	46	Fourty six
13	23420120905063	SBM ADIL	B Com CA	42	Fourty two
14	23420120905067	T NIKHITHA	B Com CA	45	Fourty five
15	23420120905070	VAGGA GANESH	B Com CA	46	Fourty six
16	23420120905073	Y PRAVEEN KUMAR	B Com CA	45	Fourty five
17	23420120906006	B MANASA	B Com Gen	43	Forty three
18	23420120906028	K G AKSHAYA	B Com Gen	43	Forty three
19	23420120906030	KATIKA GAYATHRI	B Com Gen	40	Fourty
20	23420120906060	R SNEHA BAI	B Com Gen	41	Fourty one
21	23420120906062	S DHANUSH	B Com Gen	47	Fourty seven
22	23420120918009	GOLLA VANITHA	Bot	41	Fourty one
23	23420120919003	BANGI ASMABANU	Mathes	42	Fourty two
24	23420120919004	D HARI PRIYA	Mathes	31	Thirsty one
25	23420120919005	D MYTHRI	Mathes	AB	Absent AB
26	23420120919010	KUNA DEEPIKA	Mathes	41	Fourty one
27	23420120919015	VAGGA K TARA	Mathes	37	Thirsty seven
28	23420120927002	C SUNITHA	Physics	38	Thirsty eight
29	23420120927014	M BHAVANA	Physics	45	Fourty five
30	23420120932012	GOLLA PALLAVI	Micro	28	Twenty eight
31	23420120932035	VAGGA GAGANA	Micro	AB	Absent AB
32	23420120932036	V JAYARAMA	Micro	30	Thirsty

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**(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)**

S. No	Hall Ticket No	Name of the Student	Subject	Signature of student
1	23420120866002	A RAMAMURTHI	POL	A. Ramamurthi
2	23420120885028	P BINDUSREE	TEL	P. Bindusree
3	23420120892008	K M HAREESH	ECO	K.M. Hareesh
4	23420120892016	M RAGHU	ECO	M. Raghu
5	23420120892024	P TAHANAZ	ECO	P. Tahanaz
6	23420120905008	C RISHITHA	B Com CA	C. Rishitha
7	23420120905013	GADIRA SWETHA	B Com CA	G. Swetha
8	23420120905028	KAMBLE AKHIL	B Com CA	K. Akhil
9	23420120905030	KAMURTHY BABY	B Com CA	K. Baby
10	23420120905048	N SREEKAR	B Com CA	N. Sreekar
11	23420120905056	P YASHASWINI	B Com CA	P. Yashaswini
12	23420120905060	P KEERTHANA	B Com CA	P. Keerthana
13	23420120905063	SBM ADIL	B Com CA	SBM. Adil
14	23420120905067	T NIKHITHA	B Com CA	T. Nikhitha
15	23420120905070	VAGGA GANESH	B Com CA	V. Ganesh
16	23420120905073	Y PRAVEEN KUMAR	B Com CA	Y. Praveen Kumar
17	23420120906006	B MANASA	B Com Gen	B. Manasa
18	23420120906028	K G AKSHAYA	B Com Gen	K. Akshaya
19	23420120906030	KATIKA GAYATHRI	B Com Gen	K. Gayathri
20	23420120906060	R SNEHA BAI	B Com Gen	R. Sneha Bai
21	23420120906062	S DHANUSH	B Com Gen	S. Dhanush
22	23420120918009	GOLLA VANITHA	Bot	G. Vanitha
23	23420120919003	BANGI ASMABANU	Mathes	B. Asmabhanu
24	23420120919004	D HARI PRIYA	Mathes	D. Haripriya
25	23420120919010	KUNA DEEPIKA	Mathes	K. Deepika
26	23420120919015	VAGGA K TARA	Mathes	V. K. Tara
27	23420120927002	C SUNITHA	Physics	C. Sunitha
28	23420120927014	M BHAVANA	Physics	M. Bhavana
29	23420120932012	GOLLA PALLAVI	Micro	G. Pallavi
30	23420120932036	V JAYARAMA	Micro	V. Jayarama

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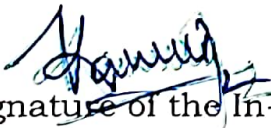
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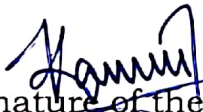
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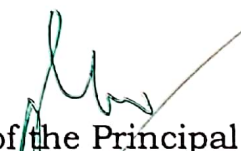
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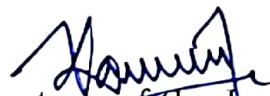
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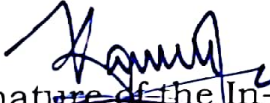


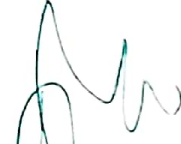
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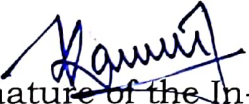
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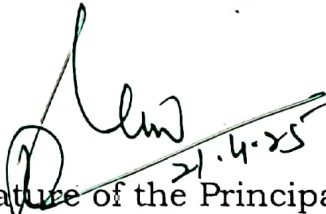
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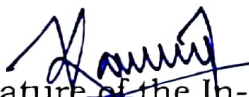
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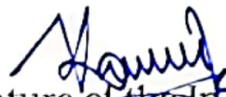
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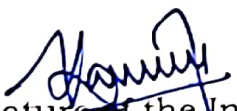
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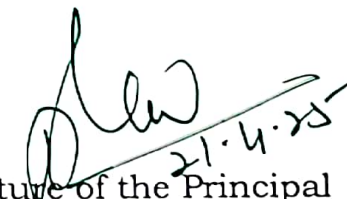
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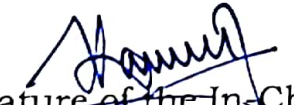
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This is to certify that Ms/Mr P. YASHASWINI studying I/II/III Year with Major subject B.Com- CA of BA/B.Sc/B.Com with Hall Ticket Number 43420120905056 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 6/01/2025 to 17/03/2025 in IV Semester.

  
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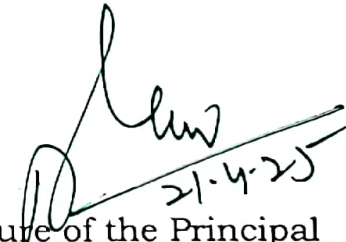


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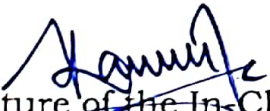
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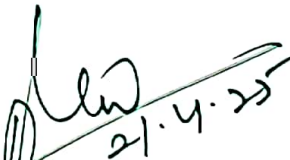


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RAYADURG - 515  
Ananthapuramu Dist.





**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**


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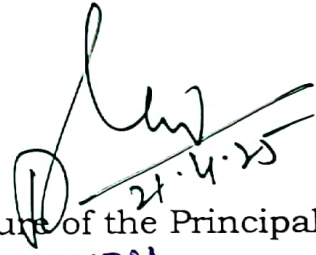
**DEPARTMENT OF ENGLISH**



**CERTIFICATE**

This is to certify that Ms/Mr T. NIKHITHA studying I/II/III Year with Major subject B.Com-CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120905067 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/25 to 17/03/2025 in IV Semester.

  
Signature of the In-Charge  
**In-Charge**  
Department Of English  
**K T S Govt.Degree College**

  
Signature of the Principal  
**PRINCIPAL**  
KTS Govt. Degree College  
RAYADURG - 515 865  
Ananthapuramu (Dist)







**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

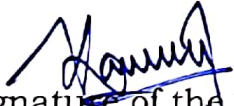
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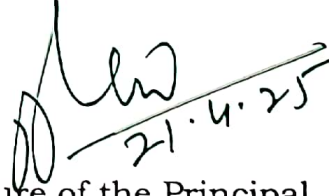
**DEPARTMENT OF ENGLISH**



**CERTIFICATE**

This is to certify that Ms/Mr V. GANESH studying I/II/III Year with Major subject B.Com- CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120905070 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
Signature of the In-Charge  
**In-Charge**  
Department Of English  
K T S Govt.Degree College

  
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KTS Govt. Degree College  
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Ananthapuramu Dist





**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**


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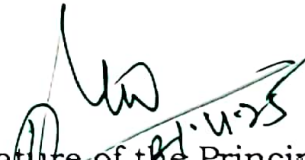


**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr Y. PRAVEEN KUMAR studying I/II/III Year with Major subject B.Com- CA of BA/B.Sc/B.Com with Hall Ticket Number 23420120905073 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
Signature of the In-Charge  
**In-Charge**  
**Department Of English**  
**K T S Govt.Degree College**

  
Signature of the Principal  
**PRINCIPAL**  
**KTS Govt. Degree College**  
**RAYADURG - 515 81**  
**Ananthapuramu /Dist**







**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**




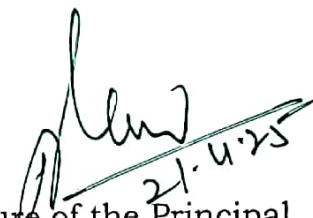
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**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr B. MANASA studying I/II/III Year with Major subject B.Com-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906006 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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**In-Charge**  
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K T S Govt.Degree College

  
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Ananthapuramu Dist





**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
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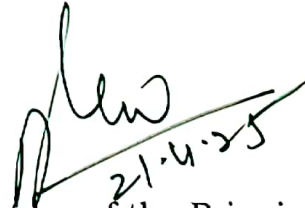
**DEPARTMENT OF ENGLISH**



**CERTIFICATE**

This is to certify that Ms/Mr K. G. AKSHAYA studying I/II/III Year with Major subject B. Com-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906028 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
Signature of the In-Charge  
**In-Charge**  
**Department Of English**  
KTS Govt. Degree College

  
Signature of the Principal  
**PRINCIPAL**  
KTS Govt. Degree College  
RAYADURG - 515 865  
Ananthapuramu Dist







**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

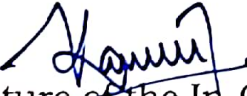
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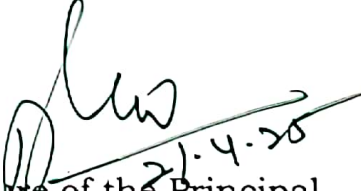


**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr K. GAYATHRI studying I/II/III Year with Major subject B.Com-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906030 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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K T S Govt.Degree College

  
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RAYADURG - 515 8  
Ananthapuramu Dist





**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

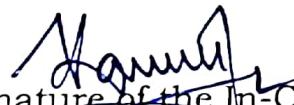
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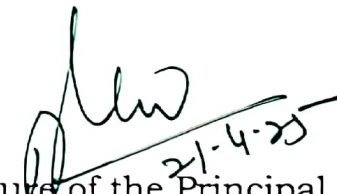


**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr R. SNEHA BAI studying I/II/III Year with Major subject B.Com-Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906060 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
Signature of the In-Charge  
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Department Of English  
K T S Govt.Degree College

  
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RAYADURG - 515 865  
Ananthapuramu (Dist)







**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

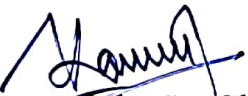
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**CERTIFICATE**

This is to certify that Ms/Mr S. DHANUSH studying I/II/III Year with Major subject B.Com- Gen of BA/B.Sc/B.Com with Hall Ticket Number 23420120906062 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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K T S Govt.Degree College

  
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RAYADURG - 515 865  
Ananthapuramu Dist





**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

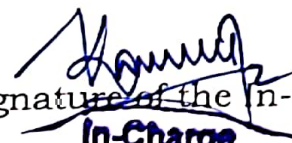
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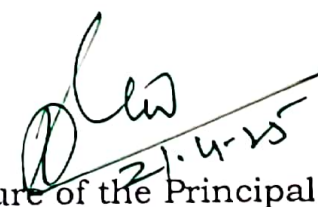


**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr G. VANITHA studying I/II/III Year with Major subject Botany of BA/B.Sc/B.Com with Hall Ticket Number 23420120918009 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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K T S Govt. Degree College

  
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RAYADURG - 515 865  
Ananthapuram (Dist.)





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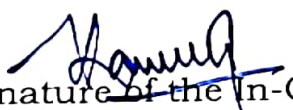
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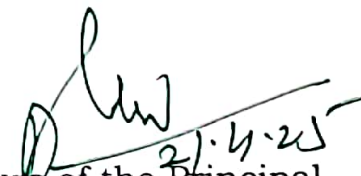
**DEPARTMENT OF ENGLISH**



**CERTIFICATE**

This is to certify that Ms/Mr B. ASMA BANU studying I/II/III Year with Major subject Mathematics of BA/B.Sc/B.Com with Hall Ticket Number 23420120919003 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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K T S Govt.Degree College

  
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RAYADURG - 515 865  
Ananthapuramu Dist





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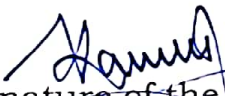



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**CERTIFICATE**

This is to certify that Ms/Mr D. HARI PRIYA studying I/II/III Year with Major subject Mathematics of BA/B.Sc/B.Com with Hall Ticket Number 23420120919004 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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**K T S Govt Degree College**

  
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**PRINCIPAL**  
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**RAYADURG - 515 865**  
**Ananthapuramu (Dist)**







**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

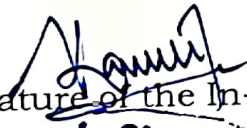



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**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr K. DEEPIKA studying I/II/III Year with Major subject Mathematics of BA/B.Sc/B.Com with Hall Ticket Number 23420120919010 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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**In-Charge**  
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RAYADURG - 515 865  
Ananthapuramu (Dist)





**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
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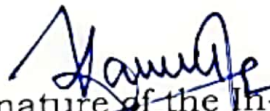



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**CERTIFICATE**

This is to certify that Ms/Mr V. K. TARA studying I/II/III Year with Major subject Mathematics of BA/B.Sc/B.Com with Hall Ticket Number 23420120919015 has completed Certificate Course in "Communication Skills and Soft Skills" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
Signature of the In-Charge  
**In-Charge**  
Department Of English  
K T S Govt. Degree College

  
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KTS Govt. Degree College  
RAYADURG - 515 8  
Ananthapuramu Dist







**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
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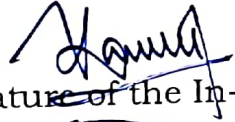
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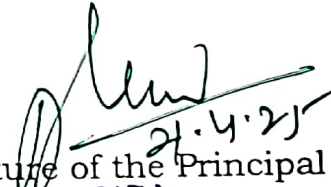


**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr C. SUNITHA studying I/II/III Year with Major subject Physics of BA/B.Sc/B.Com with Hall Ticket Number 23420120927002 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr M. BHAVANA studying I/II/III Year with Major subject Physics of BA/B.Sc/B.Com with Hall Ticket Number 23420120927014 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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**In-Charge**  
Department Of English  
K T S Govt.Degree College

  
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RAYADURG - 515 9  
Ananthapuramu (Dist)







**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

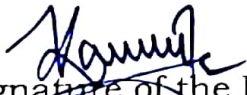
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**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr G. PALLAVI studying I/II/III Year with Major subject Microbiology of BA/B.Sc/B.Com with Hall Ticket Number 23420120932012 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
Signature of the In-Charge  
**In-Charge**  
**Department Of English**  
**K T S Govt.Degree College**

  
Signature of the Principal  
**PRINCIPAL**  
**KTS Govt. Degree College**  
**RAYADURG - 515 865**  
**Ananthapuramu (Dist.)**





**KTS GOVERNMENT DEGREE COLLEGE: RAYADURG**  
**ANANTHAPURAM DIST**

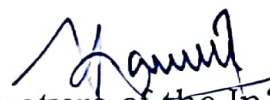


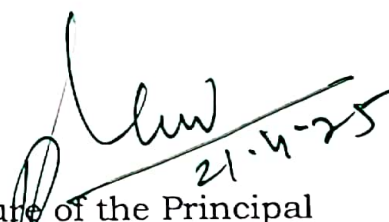
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**DEPARTMENT OF ENGLISH**

**CERTIFICATE**

This is to certify that Ms/Mr V. JAYARAMA studying I/II/III Year with Major subject Microbiology of BA/B.Sc/B.Com with Hall Ticket Number 23420120932036 has completed Certificate Course in "**Communication Skills and Soft Skills**" conducted by the Department of English, KTS Govt. Degree College, Rayadurg, Ananthapuram Dist., from 06/01/2025 to 17/03/2025 in IV Semester.

  
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**In-Charge**  
Department Of English  
K T S Govt.Degree College

  
Signature of the Principal  
**PRINCIPAL**  
KTS Govt. Degree College  
RAYADURG - 515 865  
Ananthapuramu (Dist)



**KTS GOVT. DEGREE COLLEGE:: RAYADURG**

**DEPARTMENT OF ENGLISH**

**ATTENDANCE OF THE STUDENTS IN CERTIFICATE COURSE : 2024-25**

**(A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS)**

---

**Outcomes of the Certificate Course in**

**COMMUNICATION SKILLS AND SOFT SKILLS**

On completion of the course, student will be able to-

- Effectively communicate through verbal/oral communication and improve the listening skills

- Actively participate in group discussion / meetings / interviews and prepare & deliver presentations .

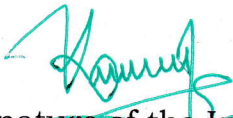
- Become more effective individual through goal/target setting, self motivation and practicing creative thinking.

- Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

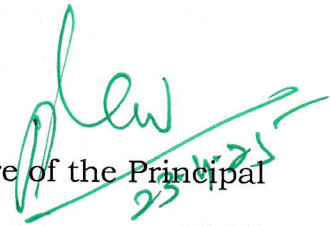
- Effective communication leads to several positive outcomes, including improved relationships, enhanced productivity, better conflict resolution, and increased employee engagement. It also fosters trust, builds stronger teams, and facilitates more effective decision-making.
- Interview skills provide a platform to highlight relevant skills, experiences, and qualifications, demonstrating how the candidate aligns with the job requirements.
- Candidates can effectively address behavioral questions, providing specific examples that illustrate their abilities and work ethic.
- Developing interview skills is a valuable asset for personal and professional development, enhancing communication, presentation, and overall job search effectiveness.
- Practice and feedback from mock interviews provide opportunities for growth and improvement.
- Group discussions encourage collaboration and teamwork by promoting respect for different viewpoints and fostering a sense of shared responsibility for the outcome.
- Group discussions are valuable for developing a range of skills, including leadership, persuasion, conflict resolution, and interpersonal communication.



- Public speaking develops leadership qualities like the ability to inspire, influence, and motivate others.
- Preparing and delivering a speech requires speakers to analyze information, formulate arguments, and think critically.
- Overall, this certificate course is a key ingredient for success in both personal and professional life. By improving students communication skills, we can build stronger relationships, foster more productive environments, and create a more positive and fulfilling experience for ourselves and others.



Signature of the In-Charge  
**In-Charge**  
**Department Of English**  
**K T S Govt. Degree College**



Signature of the Principal

**PRINCIPAL**  
**KTS Govt. Degree College**  
**RAYADURG**



**KTS GOVERNMENT DEGREE COLLEGE :: RAYADURG**  
(Affiliated to Sri Krishnadevaraya University – Anantapuramu)  
Accredited with B+ Grade by NAAC

**DEPARTMENT OF ENGLISH**  
**A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS**  
(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120905070

Programme Name: B.com [CA]

5-Excellent, 4-Very Good,3-Good,2-Fair,1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	✓				
2	Coverage of Syllabus in classroom		✓			
3	Coverage of modern / advanced topics			✓		
4	How do you rate of relevance of units in syllabus relevant to the course?	✓				
5	How do you rate the sequence of units in syllabus relevant to the course?		✓			
6	Rate the size of syllabus in terms of load of the student	✓	✗			
7	Scope for skill development / employability / entrepreneurship in the course offered		✓			
8	How do you rate the courses that you have learnt in relation to your life application			✓		
9	Availability of Textbooks / study material	✓				
10	Usefulness of test and assignments			✓		
	Total Score	20	12	9		

Signature of the In-Charge  
in-Charge  
Department Of English  
K T S Govt.Degree College

-50-

Principal  
PRINCIPAL  
KTS Govt. Degree College  
RAYADURG





**KTS GOVERNMENT DEGREE COLLEGE :: RAYADURG**  
(Affiliated to Sri Krishnadevaraya University – Anantapuramu)  
Accredited with B+ Grade by NAAC

**DEPARTMENT OF ENGLISH**  
**A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS**  
(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120919010

Programme Name: Mathematics

5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	✓				
2	Coverage of Syllabus in classroom	✓				
3	Coverage of modern / advanced topics		✓			
4	How do you rate of relevance of units in syllabus relevant to the course?		✓			
5	How do you rate the sequence of units in syllabus relevant to the course?		✓			
6	Rate the size of syllabus in terms of load of the student			✓		
7	Scope for skill development / employability / entrepreneurship in the course offered	✓				
8	How do you rate the courses that you have learnt in relation to your life application	✓				
9	Availability of Textbooks / study material		✓			
10	Usefulness of test and assignments		✓			
	Total Score	20	20	3	—	—

Signature of the In-Charge

In-Charge  
Department Of English  
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Principal

PRINCIPAL  
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**KTS GOVERNMENT DEGREE COLLEGE :: RAYADURG**  
(Affiliated to Sri Krishnadevaraya University – Anantapuramu)  
Accredited with B+ Grade by NAAC

**DEPARTMENT OF ENGLISH**  
**A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS**  
(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120932012

Programme Name: Mb.Bc

5-Excellent, 4-Very Good,3-Good,2-Fair,1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	✓				
2	Coverage of Syllabus in classroom		✓			
3	Coverage of modern / advanced topics	✓				
4	How do you rate of relevance of units in syllabus relevant to the course?		✓			
5	How do you rate the sequence of units in syllabus relevant to the course?	✓				
6	Rate the size of syllabus in terms of load of the student			✓		
7	Scope for skill development / employability / entrepreneurship in the course offered		✓			
8	How do you rate the courses that you have learnt in relation to your life application			✓		
9	Availability of Textbooks / study material		✓			
10	Usefulness of test and assignments		✓			
	Total Score	15	20	06		

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**DEPARTMENT OF ENGLISH**  
**A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS**  
(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120905028

Programme Name: B.Com (CA)

5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	✓				
2	Coverage of Syllabus in classroom		✓			
3	Coverage of modern / advanced topics		✓			
4	How do you rate of relevance of units in syllabus relevant to the course?					
5	How do you rate the sequence of units in syllabus relevant to the course?	✓				
6	Rate the size of syllabus in terms of load of the student			✓		
7	Scope for skill development / employability / entrepreneurship in the course offered	✓				
8	How do you rate the courses that you have learnt in relation to your life application			✓		
9	Availability of Textbooks / study material		✓			
10	Usefulness of test and assignments	✓				
Total Score		20	12	06		

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**DEPARTMENT OF ENGLISH**  
**A COURSE IN COMMUNICATION SKILLS AND SOFT SKILLS**  
(On Curriculum, Course, Teaching-Learning and Evaluation)

Register No: 23420120919015

Programme Name: Mathematics

5-Excellent, 4-Very Good,3-Good,2-Fair,1-Poor

S.No	Parameter	5	4	3	2	1
1	Course content	✓				
2	Coverage of Syllabus in classroom		✓			
3	Coverage of modern / advanced topics	✓				
4	How do you rate of relevance of units in syllabus relevant to the course?			✓		
5	How do you rate the sequence of units in syllabus relevant to the course?	✓				
6	Rate the size of syllabus in terms of load of the student		✓			
7	Scope for skill development / employability / entrepreneurship in the course offered		✓			
8	How do you rate the courses that you have learnt in relation to your life application			✓		
9	Availability of Textbooks / study material	✓				
10	Usefulness of test and assignments		✓			
	Total Score	20	20	6		

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## Written Exam conducted



*[Signature]*  
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## GLIMPSE OF CERTIFICATE COURSE

Certificate distribution by Hon'ble

MLA, Sri Kalava Srinivasulu



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*Dr. ASV*  
In-Charge

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*[Signature]*  
23.4.25  
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