



Government Degree College, Paderu  
Affiliated to Andhra University  
(Upgraded to Model Degree College under RUSA 2.0)



Paderu, Visakhapatnam -District, AP.  
Est:1985 NAAC "C" Grade phone no: 08935 250013 Email.ID :Paderu.jkc@gmail.com.

## Proposal for Certificate Course in Communication Skills in English

Academic Year 2019-2020

From

The Course Coordinators

Dept of English,

Govt Degree College,

Paderu

Sir,

To

The Principal

Govt Degree College,

Paderu.

**Sub: Proposal for starting Certificate Course in Communication Skills in English to B.A.,B.Sc.,B.Com. students of our college – Request regarding.**

Our department of English is planning to start a certificate course in 'Communication Skills in English' to the students of all groups. This course can enhance the skills of communication, personality development and disciplinary attitude of a student at professional areas. It also makes the students self employable and entrepreneurs.

In this regard we humbly request your esteemed self to conduct staff council meeting for discussing the syllabus and course outcomes.

Thanking you sir,

Yours faithfully,  
The Dept of English,  
Gdc., Paderu.

- 1) P. Koteswara Rao
- 2) C. Madanna

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## DEPARTMENT OF ENGLISH

### Minutes of the Meeting

The following are the minutes of the meeting is held on 09.08.2019 for starting a certificate course in 'Communication Skills' for II & III year BA, B.Com & B.Sc students consisting of

1. It is proposed to start a certificate course in 'Communication Skills' for the students of II & III year BA, B.Com & B.Sc students during the academic year 2019- 2020.
2. It is proposed to endorse Sri P.Koteswara Rao, C.Madanna as course coordinators.
3. It is suggested to the coordinators to enroll maximum number of students for the certificate course.
4. It is also discussed how we can motivate the students towards the course.

### Members of the committee during minutes

S NO	NAME OF THE LECT	DESIGNATION	SIGNATURE
1	P.Kotewara Rao	Lecturer in English., IQAC., Coordinator	
2.	C.Madanna	Lecturer in English	
3	Sri Gowri Shankar	Lecturer in English	
4	Sri B. Ambeth Kumar	Lecturer in English	



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## **DEPARTMENT OF ENGLISH**

### **Circular**

Date: 09.08.2019

#### **Sub: Certificate program for the academic year 2019-2020**

It is informed to all the I Year, II Year & III Year students, the department of English is going to conduct certificate course for the academic year 2019-2020. Hence students those who are willing to attend the course give your names to course coordinator.

Name of the Certificate course: Communication Skills in English

Commencement of the Course from :14.8.2019 to 30.09.2019

Course Coordinator: P.Koteswara Rao, Lect.in English



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Name of the Certificate course: **Functional English**

Course Coordinator: **P.Koteswara Rao**

Total Hours: **35 Hrs**

Academic Year: **2019-2020**

S.no	Topics to be covered	Hours	Delivery date
1	<b>Communication Skills:</b> Introduction, Definition, The Importance of Communication.	6	<b>I Week</b> <b>14.08.2019</b>
2	<b>Communication Skills:</b> Introduction, Definition, The Importance of Communication.		
3	The Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context.		
4	The Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context.		
5	<b>Verbal &amp; Non Verbal Communication.</b>		
6	<b>Verbal &amp; Non Verbal Communication.</b>		
7	<b>Barriers of Communication :</b> Perceptions of Communication, Physiological Barriers, Physical Barriers,	6	<b>II Week</b>
8	Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers.		
9	Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers.		
10	Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, Emotional barriers.		
11	<b>Significance of body language in Communication.</b>		
12	<b>Significance of body language in Communication.</b>		
13	<b>Listening Skills:</b> Importance of Listening, types of Listening, Barriers of Listening, Strategies of Active and Effective Listening.	6	<b>III Week</b>
14	<b>Listening Skills:</b> Importance of Listening, types of Listening, Barriers of Listening, Strategies of Active and Effective Listening.		
15	<b>Listening Skills:</b> Importance of Listening, types of Listening, Barriers of Listening, Strategies of Active and Effective Listening.		
16	<b>Reading Skills:</b> Purpose, Process, Methodologies, Fluency, Articulation of English speech sounds, Pronunciation.		
17	<b>Reading Skills:</b> Purpose, Process, Methodologies, Fluency, Articulation of English speech sounds, Pronunciation.		
18	<b>Reading Skills:</b> Purpose, Process, Methodologies, Fluency, Articulation of English speech sounds, Pronunciation.		
19	<b>Presentation Skills:</b> Preparation of the Speech, Major Techniques of Delivery, Effective Presentation techniques, Public Speaking.	6	<b>IV Week</b>
20	<b>Presentation Skills:</b> Preparation of the Speech, Major Techniques of Delivery, Effective Presentation techniques, Public Speaking.		



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21	<b>Presentation Skills:</b> Preparation of the Speech, Major Techniques of Delivery, Effective Presentation techniques, Public Speaking.		
22	<b>Presentation Skills:</b> Preparation of the Speech, Major Techniques of Delivery, Effective Presentation techniques, Public Speaking.		
23	<b>Interview Skills:</b> Types of Interviews, Interview Etiquette, Self Introduction, Best Practices, Body Language during Interview.		
24	<b>Interview Skills:</b> Types of Interviews, Interview Etiquette, Self Introduction, Best Practices, Body Language during Interview.		
25	<b>Interview Skills:</b> Types of Interviews, Interview Etiquette, Self Introduction, Best Practices, Body Language during Interview.	6	V Week
26	<b>Interview Skills:</b> Types of Interviews, Interview Etiquette, Self Introduction, Best Practices, Body Language during Interview.		
27	<b>Communication Skills:</b> Introduction, Definition, The Importance of Communication.		
28	<b>Communication Skills:</b> Introduction, Definition, The Importance of Communication.		
29	The Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context.		
30	The Communication Process – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context.		
31	<b>Verbal &amp; Non Verbal Communication.</b>	6	VI Week
32	<b>Verbal &amp; Non Verbal Communication.</b>		25.09.20219
33	<b>Barriers of Communication :</b> Perceptions of Communication, Physiological Barriers, Physical Barriers,		
34	<b>Barriers of Communication :</b> Perceptions of Communication, Physiological Barriers, Physical Barriers,		
35	<b>Significance of body language in Communication.</b>		
36	<b>Reading Skills:</b> Purpose, Process, Methodologies, Fluency.		

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## **Detailed Objectives of 'Certificate Course in Communication Skills in English' for all B.A./B.Sc./ B. Com.,**

**Title: Communication Skills in English**

**Eligibility: all Under Graduate students of our college**  
**Duration: 35 days / 1 hr daily**

**Syllabus: as given below**

**System of Assessment: internal**

**Introduction:**

**Certificate Course in Communication Skills in English: What is it all about?**

This course will prepare the young Under Graduate student to interact effectively with people at work place. At the end of this course the student will get the soft skills set to work cohesively with the team as a team player and will add value to their profession.

**Upon completion of the course the student shall be able to**

1. Understand the behavioral needs at work place to function effectively in the time of interviews and group discussions.
2. Communicate effectively (Verbal and Non Verbal).
3. Effectively manage the team as a team player.
4. Develop interview skills.
5. Develop Leadership qualities and essentials.



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## DEPARTMENT OF ENGLISH

### Course Outcomes

**This program benefits participants in the following ways:**

1. Could develop thorough knowledge of different aspects of language like figures of speeches and other creative writing styles.
2. Enable the candidate to face an interview with much confidence.
3. The students could confident of speaking in English impeccably and with utmost enthusiasm.
4. Enable them to develop a natural and accurate style of English pronunciation.
5. Enhances their abilities to read, write, speak and comprehend the English language.
6. Could learn etiquettes of interview.
7. Students could trained and make them comprehend various aspects of Interview skills.
8. Enable the students to deal with practical situations and communicate accordingly.
9. The student could deliver and address any gathering with unflinching confidence.

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## DEPARTMENT OF ENGLISH

### Internal Exam

Paper: Communicative Skills in English

Time: 1.30 hr

Total Marks: 40

Answer the following Multiple Choice Questions.

1. Communication is a part of ----- Skill.
  - a) Soft
  - b) Hard
  - c) Reading
  - d) Listening
- 2) -----is the person who transmits the message.
  - a) Receiver
  - b) Sender
  - c) Reader
  - d) Listener
- 3) What is Encoding?
  - a) Receiving a Message
  - b) Converting a Message
  - c) Sending a Message
- 4) ----- is the person who decodes the message and attaches something to the message.
  - a) Receiver
  - b) Sender
  - c) Driver
  - d) Reader
- 5) ----- context shows the relationship between sender and the receiver.
  - A) Social
  - b) Cultural
  - c) Psychological
  - d) Economical
- 6) ----- refers to the actors that disturbs the listener.
  - a) Silence
  - b) Noise
  - c) Exercise
  - d) Song
- 7) Environmental barriers are also noise of...
  - a) Psychological Barrier
  - b) Physical Barrier
  - c) Sociological Barrier
  - d) Physiological Barrier
- 8) Our dress code is an example of ----- communication.
  - a) Verbal
  - b) Non-Verbal



- C) Written  
D) Spoken
- 9) Communication improves the relationship between ----- & -----.  
a) Teacher & Student  
b) Employer & Employee  
c) Mother & Father  
d) Mother & Daughter
- 10) -----language includes gestures & Facial expressions.  
a) Verbal  
b) Non-verbal  
c) Written  
d) Spoken
- 11) When there is similarity between sender & receiver in the age, sex, nation, religion etc is -----  
----context.  
a) Social  
b) Cultural  
c) Economical  
d) Psychological
- 12) Letters, E-Mails, Telephone are an examples of-----.  
a) Channels  
b) Encoding  
c) Decoding  
d) Message
- 13) There are ----- parts of speech in English Grammar.  
a) Nine  
b) Seven  
c) Eight  
d) Six
- 14) A person who transmits a message is called -----.  
a) Receiver  
b) Sender  
c) Encoder  
d) Decoder
- 15) A message can be misinterpreted because of -----.  
a) Barriers  
b) Noise  
c) Distractions  
d) Confusions
- 16) Noise from the vehicles is a ----- barrier.  
a) Listening  
b) Reading



- c) Writing  
d) Speaking
- 17) Noise from the vehicles is a -----barrier.  
a) Environmental  
b) Physical  
c) Psychological  
d) Cultural
- 18) Personifications of Strengths and violence are said to be ----- Personification.  
a) Feminine  
b) Masculine  
c) Neuter  
d) General
- 19) Misunderstanding of Idioms is the example of -----.  
a) Environmental  
b) Cultural  
c) Ecological  
d) Sociological
- 20) In \_\_\_\_ listening the difference between the sounds is identified.  
a) Discriminative  
b) Comprehension  
c) Dialogic  
d) Empathetic
- 21) The \_\_\_\_\_ is an exclamation mark.  
a) ?  
b) .  
c) ,  
d) !  
d) !
- 22) ----- is an intrapersonal communication.  
a) Communication between two or more people  
b) Communication of oneself  
c) Communication with gestures  
d) Expressions
- 23) ----- is an interpersonal communication.  
a) Communication between two or more people  
b) Communication of oneself  
c) Communication with gestures  
d) Expressions
- 24) -----is an inter semiotic communication.  
a) Communication between two or more people  
b) Communication with oneself  
c) Communication with gestures, signs, expressions, etc  
d) None of the Above
- 25) -----is a complex cognitive process of decoding the symbols to derive meaning.



- a) Writing
- b) Listening
- c) Reading
- d) Speaking

26) Reading Skills varies from person to person according to their \_\_\_\_\_ and \_\_\_\_\_.

- (a) Linguistic competence and future knowledge
- (b) Present knowledge and language competence.
- (c) Linguistic competence and background knowledge.
- (d) Old knowledge and present knowledge.

27) Which of the following classification of reading skills is also called reading in detail?

- (a) Extensive reading
- (b) Intensive reading
- (c) Skimming
- (d) Scanning

28) When we read shorter texts like research paper for specific detailed information, we read slowly and with a lot of concentration, this is called \_\_\_\_\_ reading.

- (a) Intensive
- (b) Extensive
- (c) Detailed
- (d) Short

29) Reading your favorite short stories is an example of \_\_\_\_\_ reading.

- (a) Intensive
- (b) Scanning
- (c) Extensive
- (d) None of the above

30) Reading that is done fast and allows the reader to gather information quickly is called \_\_\_\_\_.



- (a) Scanning
- (b) Skimming
- (c) Both a and b
- (d) None of the above

31) When is Skimming NOT required?

- (a) Reading
- (b) Reviewing
- (c) Pre-reading
- (d) Recalling

32) Looking through a google search list is an example of \_\_\_\_\_.

- (a) Intensive
- (b) Extensive
- (c) Skimming
- (d) Scanning

33) Which one of the following is not a reading technique?

- (a) Skimming
- (b) Fiction
- (c) Intensive Reading
- (d) Scanning

34) Primarily research means to \_\_\_\_\_.

- (a) Investigate
- (c) deduce meaning
- (b) develop
- (d) suggest something

35) Survey means \_\_\_\_\_.

- (a) Establishment
- (b) Stability
- (c) Scan the text
- (d) Review the text

36) What do we use for presentations?



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- (a) Power Point
- (b) Word
- (c) Office
- (d) Document

37) What features should our presentation have?

- (a) Impressive and effective
- (b) Inefficient
- (c) Incompetent
- (d) Ordinary

38) In presentation which things are play equal role?

- (a) Content and voice
- (b) Text and font
- (c) Time and size
- (d) Sort and indent

39) What should we use for effective presentation?

- (a) Limited words and key phrases
- (b) Images
- (c) Layouts
- (d) Styles

40) Which text is the best for the background in presentation?

- (a) Light text on dark background
- (b) Dark text on light background
- (c) Colorful font
- (d) Black and white style

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DEPARTMENT OF ENGLISH

Name of the Certificate course: Communication Skills in English

Total Hours: 35 hrs

Academic Year: 2019-2020

Willing Student List

S.NO	HT NO	Name of the student
1	119125403031	PALASI BHAGYA VATHI
2	119125403032	PALASI SIVA RAMAKRISHNA
3	119125403033	PALASI SUSMITHA
4	119125403034	PALASI UMADEVI
5	119125403035	PANGI HUNDI
6	119125403036	PANGI NAGAMANI
7	119125403037	PANGI SRINU
8	119125403038	POIBA MAHESH
9	119125403039	RANDI PRAMEELA
10	119125403040	REGAM MADHUSUDHANA RAO
11	119125403042	REGAM RAJU
12	119125403043	SEEDARI LAXMAN
13	119125403044	SEEDARI NAGESH
14	119125403045	SETTI SUNIL
15	119125403046	SIRAGAM RAVI KUMAR
16	119125403047	SUKURU SIMHADRI
17	119125403048	SUNRI MUKTHAMMA
18	119125403049	THALLE PEDDA RAO
19	119125403050	THANGULA ESWARA RAO
20	119125403051	THANGULA VIJAYA SANTHI
21	119125403052	VANCHRANGI SAI KUMARI
22	119125403053	VANTHALA SAI RAM KUMAR NAIDU
23	119125403054	VANTHALA SANJAY
24	119125403055	VANTHALA THARUN KUMAR
25	119125403057	VANTHALA VENKATESH
26	119125403058	VANUKONI VASANTHA KUMARI
27	119125403059	VARADA SATYA NARAYANA
28	119125403060	VETCHANGI BHAVANI
29	119125403061	PANGI JYOSHNA RANI
30	119125403062	PANGI RAMESH
31	119125403063	PATHUNI ESWARAMMA
32	119125403064	PATHUNI RAVANAMMA
33	119125403065	PATHUNI RAVIKIRAN PATHRUDU
34	119125403066	PATHUNI VENKATA RAMANA PATHRUDU



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35	119125403067	PENUMALA BHARGAV KUMAR
36	119125403068	POIBHA SUJATHA
37	119125403069	SEEDARI BONJU BABU
38	119125301091	SEEDARI KRISHNA VENI
39	119125301092	VANDLABU THIRUPATHI NAIDU
40	119125301093	VANTHALA DEVI
41	119125301094	VANTHALA ISSAK
42	119125301095	VANTHALA JAYA
43	119125301096	VANTHALA SUJATHA
44	119125301097	LALITHA KORRA
45	119125301098	LAVEDI RAMULAMMA
46	119125301099	LONJA PRUDIRAJU
47	119125301100	MAJJI INDU
48	119125301101	PADI MOHAN KUMAR
49	119125301102	PANGI RAMESH
50	119125404037	PANGI SIVA SANKAR
51	119125404038	PAPPU HARIKRISHNA
52	119125404039	POIBA NOOKA RAJU
53	119125404040	REGABOINA PANDURAJU
54	119125404041	REGAM VENKATESH
55	119125404042	SARASANGI DILLEP KUMAR
56	119125404043	SINGIDI PAVAN
57	119125404044	SONAI REVATHI
58	119125404045	SREENADHU LAXMAN
59	119125404047	THALAMARI GEETHA VANI
60	119125404048	THANGULA BALAKRISHNA
61	119125404049	TUBURU SURESH KUMAR
62	119125404050	TUBURU VISWANADHAM
63	119125404051	ULLI MANASA
64	119125404052	ULLURI RAMA SATYA NARAYANA
65	119125404053	VALLANGI LAVANYA
66	119125404054	VANTHALA ANAND GAJAPATHI NAIDU
67	119125404055	VANTHALA RAM BABU
68	119125404056	VANTHALA SUBBA RAO
69	119125404057	VANTHALA VENKAT
70	119125404058	YENDRAPALLI RADHAKRISHNA
71	719125405024	MATHE ELIYA
72	719125405025	MELLAKI ANIL KUMAR
73	719125405026	MUDUVA UMADEVI
74	719125405027	PALASI DIVYA BHARATHI
75	719125405028	PANGI CHANDR RAO
76	719125405029	PANGI PAPAARAO



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77	719125405030	PANGI SATHI BABU
78	719125405031	SAMIDA NEEL KUMAR
79	719125405032	SARAMANDA PRAVALIKA
80	719125405033	SONIYA BHUDEVI
81	719125405034	TAMARBA SIMHACHALAM NAIDU
82	719125405035	THAMARLA UMAPATHI
83	719125405036	THUBURU BHAGYALAXMI
84	719125405037	ULLI MAHESH
85	719139105008	CHEEKATI HARISH
86	119125301021	KILLO LAXMI
87	119125301022	KILLO RAMA MURTHY
88	119125301023	KIMUDU CHANDRA SEKHAR VARA PRASAD
89	119125301024	KIMUDU SIDDESWARA RAO
90	119125301025	KIRASANI GANESH
91	119125301026	KODA BALAKRISHNA
92	119125301027	KODA KAMESH
93	119125301028	KORRA RATNALAMMA
94	119125301030	KORRA SATHIBABU
95	119125301031	KOTHAMNAIDU THIRUPATHIRAO
96	119125301032	KUDA NAVEEN
97	119125301033	KURABOYI BHOOMIKA
98	119125301034	KURIDI DHANALAKSHMI
99	119125301035	KURTHADI BHASKARA RAO
100	119125301036	LAKE MATYA RAJU
101	119125301037	LAKE RAM BABU
102	119125301038	LAKE SANTHI KUMARI
103	119125301040	MARRI PRASANTH
104	119125301041	MARRI SURESH KUMAR
105	119125301042	MASADA DEVI DARSHINI
106	119125301043	MATTAM YAMINI SARASWATHI
107	119125301044	NEELAYADORA CHANDU BABU
108	119125301045	PALASI PRAVILASH
109	119125301046	PANGI GOPALA RAO
110	119125301047	PANGI JHANSI
111	119125301048	PANGI NARESH

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**CERTIFICATE COURSE : COMMUNICATION SKILLS, 2019-2020**  
**ATTENDANCE SHEET**

SL. NO	NAME OF THE CANDIDATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	DAYS PRESENT	NT	
1	P.B HAGYAVATHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12345678910111213141516171819202122232425262728293031323334353637383940		
2	P.SIVARAMKRISHNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
3	T.SUSMITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
4	P.UMADEVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
5	T.HINDU	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
6	P.NAGAMANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
7	P.SRINU	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
8	P.MAHESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
9	R.PRAMEELA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
10	R.MADHUSUDHAN RAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
11	R.RAJU	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
12	S.LAKSHMAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
13	S.NAGESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
14	S.RAVIKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
15	S.SIMHADRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
16	S.MUKTHAMMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
17	T.PEDDARAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		

  
**Principal**  
**Govt. Degree College**  
**PADERU-531 022**  
 Visakhapatnam

**CERTIFICATE COURSE : COMMUNICATION SKILLS, 2019-2020**  
**ATTENDANCE SHEET**

SL. NO	NAME OF THE CANDIDATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	DAYS PRESENT	NT		
18	T.ESWARAO	P	A	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	P	P	P	38	39	40
19	T.VIJAYSANTHI	P	P	A	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	P	P	P	P	P
20	T.SAIKUMAR	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	P	P	P	P	P	P	P	P
21	V.S.R.NAIDU	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	P	P	P	P	P	P	P	P
22	V.SANJAY	P	P	A	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	P	P	P	P	P
23	V.THARUN KUMAR	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	P	P	P	P	P	P	P	P
24	V.VASANTHA KUMARI	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	P	P	P	P	P	P	P	P
25	V.SATIYA NARAYANA	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	P	P	P	P	P	P	P	P
26	V.BHAVANI	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	P	P	P	P	P	P	P	P
27	T. JOSHNA RANI	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	P	P	P	P	P	P	P	P
28	P.RAMESH	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	P	P	P	P	P	P	P	P
29	P.ESWARAMMA	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	P	P	P	P	P	P	P	P
30	P.RAVANAMMA	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	P	P	P	P	P	P	P	P
31	P.RAVI KIRAN PATRUDU	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	P	P	P	P	P	P	P	P
32	P.V.RAMANA	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	P	P	P	P	P	P	P	P
33	P.BHARGAV KUMAR	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	P	P	P	P	P	P	P	P
34	P.SUJATHA	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	P	P	P	P	P	P	P	P

V. ✓  
Principal  
Govt. Degree College  
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**GOVERNMENT DEGREE COLLEGE**  
Affiliated to Andhra University  
PADERU, VISAKHAPATNAM DISTRICT, AP-531024



## Course Completion Certificate

This is to certify that Sri/Kum.....of .....has successfully completed the Add on Course on “ Communication Skills”, from.....to.....organized by the Department of English for the academic year 2019-2020.

  
**Course Coordinator**

  
**Principal**



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PADERU-531 024  
Visakhapatnam Dist.