

S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)
PENUGONDA – 534 320. W.G.Dt.,
“College with Potential for Excellence” & Accredited by NAAC with “A”

DEPARTMENT OF ENGLISH



ADD ON PROGRAMME

CERTIFICATE COURSE ON

COMMUNICATIVE ENGLISH

2022-2023

S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE(A)
PENUGONDA – 534 320. W.G.Dt.,
“College with Potential for Excellence” & Accredited by NAAC with “A”



ADD ON PROGRAMME

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON
COMMUNICATIVE ENGLISH

Course Code: 01/2022

DURATION: 05-12-2022 to 04-03-2023

CONDUCTED BY:

FACULTY OF DEPARTMENT OF ENGLISH

2022-2023

S.V.K.P. & Dr. K.S. Raju Arts & Science College

(Autonomous)

Recognized by UGC as "College with Potential for Excellence"

Accredited by NAAC with grade 'A'

Dr.Y.V.V. APPARAO M.Sc., Ph.D.,
PRINCIPAL



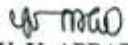
PENUGONDA - 534 320.

West Godavari District
Andhra Pradesh

Dt. 21-11-2022

NOTICE

The Department of English is going to conduct a Certificate Course on "Communication English". All the final year B.A., B.Sc., and B.Com., students those who are interested to join in the course may register their names. For further details contact Sri K. Sasi Kumar, Lecturer in English. Preference will be given to merit students.


(Dr. Y. V. V. APPARAO)

PRINCIPAL
S.V.K.P. & D.K.S. RAJU ARTS & SCIENCE COLLEGE (H)
PENUGONDA-534320, W.G.D.A.P

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PENUGONDA – 534 320. W.G.Dt.,
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ADD ON PROGRAMME

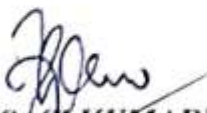
Course Code: 01/2021

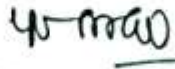
DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON
COMMUNICATIVE ENGLISH

DETAILS OF FACULTY

Sl. No.	Name and Designation	Duration
1	K. SASI KUMAR, M.A., M.Phil., Lecturer-in-charge	05-12-2022 to 04-03-2023
2	P.Y. KRUPAVARAM, M.A., Lecturer	
3	P. MALLESWARI, M.A., Lecturer	
4	K. L. PRAPHULLA, M.A., CTE., B.Ed., APSET Lecturer	


(K. SASI KUMAR)
Lecturer-in-charge


(Dr. Y. V. V. APPARAO)
Principal
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PENUGONDA – 534 320. W.G.Dt.,
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ADD ON PROGRAMME (2022-2023)

Course Code: 01/2022

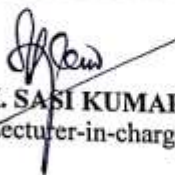
DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON

COMMUNICATIVE ENGLISH

DETAILS OF FACULTY::TIME-TABLE

Sl. No.	Name and Designation	Duration
1	K. SASI KUMAR, M.A., M.Phil., Lecturer-in-charge	05-12-2022 to 14-12-2022
		03-01-2023 to 05-01-2023
		01-02-2023 to 03-02-2023
2	P.Y. KRUPAVARAM, M.A., Lecturer	15-12-2022 to 22-12-2022
		09-01-2023 to 11-01-2023
		15-02-2023 to 17-02-2023
3	P. MALLESWARI, M.A., Lecturer	23-01-2023 to 25-01-2023
		04-02-2023 to 05-02-2023
4	K. L. PRAPHULLA, M.A., CTE, B.Ed., APSET Lecturer	03-03-2023 to 04-03-2023


(K. SASI KUMAR)
Lecturer-in-charge



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DEPARTMENT OF ENGLISH

ADD ON PROGRAMME

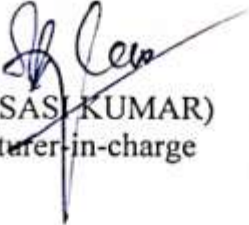
Course Code: 01/2021

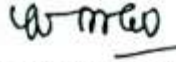
CERTIFICATE COURSE ON “COMMUNICATIVE ENGLISH”

ENROLLMENT OF STUDENTS :: 2022-2023

Sl. No.	Admn. No.	Name of the Student	Caste	Programme / Combination
1	269	Avidi John Babu	BC	III BA
2	290	Manukonda Reshma	BC	III BA
3	298	Sade Sankar Kumar	BC	III BA
4	447	Kandelli Vinay	BC	III B.Com (G)
5	323	Meesala Mahesh	BC	III B.Com (G)
6	324	Metti Abhishek	SC	III B.Com (G)
7	694	Barry Satish Babu	BC	III B.Com (V)
8	711	Gubbala Satya Madhavi	BC	III B.Com (V)
9	897	Jakkamsetti Surendra	SC	III B.Com (V)
10	736	Nakka Benni Stevenson	SC	III B.Com (V)
11	743	Paidipalli Samyuktha	BC	III B.Com (V)
12	344	Devabattula Aravinda Babu	SC	III MPC TM
13	351	Sheik Abdul Gaphur	BC	III MPC TM
14	356	Vemavarapu Geethanjali	SC	III MPC TM
15	487	Injeti Roja	SC	III BZC
16	486	Dunde Esteru	SC	III BZC
17	492	Vipparthi Kiran Kumar	OC	III BZC
18	480	Mamidisetti Bhanu Prakash	BC	III MPC EM
19	776	Pasupuleti Manoj Kumar	OC	III MPC EM
20	780	Sheik Abdul Subhan	BC	III MPC EM
21	470	Chellinkala Jagadeesh	OC	III MPE
22	380	Oduri Raj Kumar	BC	III MPE
23	386	Taneti Sruthi	SC	III MPE

24	494	Appala Yamini	OC	III MPE
25	792	Bondada Sravanthi	OC	III MPE
26	799	Ella Deepa Nandini	BC	III MPCs
27	801	Gutta Ashok Chakravarthi	SC	III MPCs
28	532	Kolla Lalitha Devi	BC	III MPCs
29	546	Malladi Manohar	SC	III MPCs
30	565	Pulidindi Sowmya	BC	III MPCs
31	837	G. S. S. Pavan reddy	OC	III MECs
32	840	Kasani Manohar	OC	III MECs
33	603	Kouru Purna Sri	BC	III MECs
34	612	Pachigolla Dileep	BC	III MECs
35	632	Kadali Devi	BC	III MCCs
36	643	Peethani Hima	SC	III MCCs
37	878	Jaladi Lavanya	BC	III MBBt
38	931	Sorapalli Mohan	SC	III MBBt
39	660	Sampati Vijay Kumar	SC	III CZBt
40	663	Sheik Vahidunnisa Begum	BC	III CZBt


 (K. SASI KUMAR)
 Lecturer-in-charge


 (Dr. Y. V. V. APPARAO)
 Principal
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DEPARTMENT OF ENGLISH

ADD ON PROGRAMME

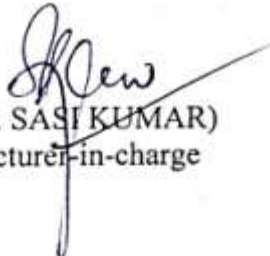
Course Code: 01/2021

CERTIFICATE COURSE ON “COMMUNICATIVE ENGLISH”

ENROLLMENT OF STUDENTS :: 2022-2023

Sl. No.	Admn. No.	Name of the Student	Date of Birth	Caste	Programme / Combination
1	269	Avidi John Babu	13-06-2002	BC	III BA
2	290	Manukonda Reshma	04-08-2002	BC	III BA
3	298	Sade Sankar Kumar	05-02-2002	BC	III BA
4	447	Kandelli Vinay	27-04-2002	BC	III B.Com (G)
5	323	Meesala Mahesh	14-06-2003	BC	III B.Com (G)
6	324	Metti Abhishek	16-06-2002	SC	III B.Com (G)
7	694	Barry Satish Babu	10-09-2002	BC	III B.Com (V)
8	711	Gubbala Satya Madhavi	23-06-2002	BC	III B.Com (V)
9	897	Jakkamsetti Surendra	12-04-2002	SC	III B.Com (V)
10	736	Nakka Benni Stevenson	26-10-2002	SC	III B.Com (V)
11	743	Paidipalli Samyuktha	12-04-2002	BC	III B.Com (V)
12	344	Devabattula Aravinda Babu	05-10-2002	SC	III MPC TM
13	351	Sheik Abdul Gaphur	04-06-2002	BC	III MPC TM
14	356	Vemavarapu Geethanjali	17-05-2002	SC	III MPC TM
15	487	Injeti Roja	16-09-2002	SC	III BZC
16	486	Dunde Esteru	27-12-2002	SC	III BZC
17	492	Vipparthi Kiran Kumar	23-11-2002	OC	III BZC
18	480	Mamidiseti Bhanu Prakash	02-09-2002	BC	III MPC EM
19	776	Pasupuleti Manoj Kumar	04-01-2002	OC	III MPC EM
20	780	Sheik Abdul Subhan	09-01-2002	BC	III MPC EM
21	470	Chellinkala Jagadeesh	05-07-2002	OC	III MPE
22	380	Oduri Raj Kumar	24-03-2002	BC	III MPE
23	386	Taneti Sruthi	12-15-2002	SC	III MPE

24	494	Appala Yamini	11-01-2002	OC	III MPE
25	792	Bondada Sravanthi	13-07-2002	OC	III MPE
26	799	Ella Deepa Nandini	17-05-2002	BC	III MPCs
27	801	Gutta Ashok Chakravarthi	06-12-2002	SC	III MPCs
28	532	Kolla Lalitha Devi	29-03-2002	BC	III MPCs
29	546	Malladi Manohar	10-05-2002	SC	III MPCs
30	565	Pulidindi Sowmya	08-06-2002	BC	III MPCs
31	837	G. S. S. Pavan reddy	03-10-2002	OC	III MECs
32	840	Kasani Manohar	23-10-2002	OC	III MECs
33	603	Kouru Purna Sri	10-08-2002	BC	III MECs
34	612	Pachigolla Dileep	25-12-2002	BC	III MECs
35	632	Kadali Devi	05-08-2002	BC	III MCCs
36	643	Peethani Hima	25-01-2002	SC	III MCCs
37	878	Jaladi Lavanya	09-08-2002	BC	III MBBt
38	931	Sorapalli Mohan	24-01-2002	SC	III MBBt
39	660	Sampati Vijay Kumar	09-05-2002	SC	III CZBt
40	663	Sheik Vahidunnisa Begum	15-05-2002	BC	III CZBt


 (K. SASI KUMAR)
 Lecturer-in-charge

(Dr. Y. V. V. APPARAO)
 Principal



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DEPARTMENT OF ENGLISH
ADD ON PROGRAMME

Course Code: 01/2021

CERTIFICATE COURSE ON “COMMUNICATIVE ENGLISH”
ATTENDANCE (2022-2023)

Sl. No.	Admn. No.	Name of the Student	Programme / Combination	Signature
1	269	Avidi John Babu	III BA	A. John Babu
2	290	Manukonda Reshma	III BA	M. Reshma
3	298	Sade Sankar Kumar	III BA	S. Sankar Kumar
4	447	Kandelli Vinay	III B.Com (G)	K. Vinay
5	323	Meesala Mahesh	III B.Com (G)	M. Mahesh
6	324	Metti Abhishek	III B.Com (G)	M. Abhishek
7	694	Barry Satish Babu	III B.Com (V)	B. Satish Babu
8	711	Gubbala Satya Madhavi	III B.Com (V)	G. Satya Madhavi
9	897	Jakkamsetti Surendra	III B.Com (V)	J. Surendra
10	736	Nakka Benni Stevenson	III B.Com (V)	N.B. Stevenson
11	743	Paidipalli Samyuktha	III B.Com (V)	P. Samyuktha
12	344	Devabattula Aravinda Babu	III MPC TM	D. Aravinda Babu
13	351	Sheik Abdul Gaphur	III MPC TM	S. Abdul Gaphur
14	356	Vemavarapu Geethanjali	III MPC TM	V. Geethanjali
15	487	Injeti Roja	III BZC	I. Roja
16	486	Dunde Esteru	III BZC	D. Esteru
17	492	Vipparthi Kiran Kumar	III BZC	V. Kiran Kumar
18	480	Mamidisetti Bhanu Prakash	III MPC EM	M. Bhanu Prakash
19	776	Pasupuleti Manoj Kumar	III MPC EM	P. Manoj Kumar
20	780	Sheik Abdul Subhan	III MPC EM	S. Abdul Subhan
21	470	Chellinkala Jagadeesh	III MPE	C. Jagadeesh
22	380	Oduri Raj Kumar	III MPE	O. Raju Kumar
23	386	Taneti Sruthi	III MPE	T. Sruthi
24	494	Appala Yamini	III MPE	A. Yamini

25	792	Bondada Sravanthi	III MPE	B. Sravanthi
26	799	Ella Deepa Nandini	III MPCs	E. Nandini
27	801	Gutta Ashok Chakravarthi	III MPCs	G. Ashok chakravarthi
28	532	Kolla Lalitha Devi	III MPCs	K. Lalitha devi
29	546	Malladi Manohar	III MPCs	M. Manohar
30	565	Pulidindi Sowmya	III MPCs	P. Sowmya
31	837	G. S. S. Pavan reddy	III MECs	G.S.S. Pavanreddy
32	840	Kasani Manohar	III MECs	K. Manohar
33	603	Kouru Purna Sri	III MECs	K. Purna Sri
34	612	Pachigolla Dileep	III MECs	P. Dileep
35	632	Kadali Devi	III MCCs	K. Devi
36	643	Peethani Hima	III MCCs	P. Hima
37	878	Jaladi Lavanya	III MBBt	J. Lavanya
38	931	Sorapalli Mohan	III MBBt	S. Mohan
39	660	Sampati Vijay Kumar	III CZBt	S. Vijay Kumar
40	663	Sheik Vahidunnisa Begum	III CZBt	Sk. Begum


 (K. SASI KUMAR)
 Lecturer-in-charge


 (Dr. Y. V. APPARAO)
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 V.V.P. & D.K. RAJU ARTS & SCIENCE COLLEGE (A)
 PENUGONDA-534320, W.G.D.A.P

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DEPARTMENT OF ENGLISH
VALUE-ADDED COURSE

Course Code: 01/2022

(2022-2023)

CERTIFICATE COURSE ON “COMMUNICATION SKILLS”

1. Full Name : _____

2. Present Course of Study : _____ Year:

3. Date of Birth : _____

4. Sex: Male / Female

5. Social Status: SC / ST / BC / OC

6. College Admission No: _____

I undertake to abide by the Rules and Regulations of the College and the information given above is correct.

Station:

Date:

Signature of the Student

Office Use

Admitted/ Not Admitted

(K. SASI KUMAR)
Lecturer-in-charge

Dec
2022

Pupils Attendance Register

పిల్లల హాజరుపట్టి

విద్యుత్
విభాగం

Dec 2022

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	హాజరు అవును	హాజరు లేదు	హాజరు లేదు	హాజరు లేదు	
1	A. John Babu				X	X	X				X		X	X	X		X	X	X																
2	M. Reshma				X	X	X				X		X	X	X		X	X	X																
3	S. Soukary Kumar				X	X	X				X		X	X	X		X	X	X																
4	K. Vinay				X	X	X				X		X	X	X		X	X	X																
5	M. Mahesh				X	X	X				X		X	X	X		X	X	X																
6	M. Ashish				X	X	X				X		X	X	X		X	X	X																
7	B. Satish				X	X	X				X		X	X	X		X	X	X																
8	G. Satya Madhavi				X	X	X				X		X	X	X		X	X	X																
9	J. Surendra				X	X	X				X		X	X	X		X	X	X																
10	N. Benni Stevenson				X	X	X				X		X	X	X		X	X	X																
11	P. Samyuktha				X	X	X				X		X	X	X		X	X	X																
12	D. Aravinda Babu				X	X	X				X		X	X	X		X	X	X																
13	SE Abdul Gaphur				X	X	X				X		X	X	X		X	X	X																
14	V. Geethanjali				X	X	X				X		X	X	X		X	X	X																
15	T. Raja				X	X	X				X		X	X	X		X	X	X																
16	D. Eshwari				X	X	X				X		X	X	X		X	X	X																
17	V. Kiran Kumar				X	X	X				X		X	X	X		X	X	X																
18	M. Bhanu Prakash				X	X	X				X		X	X	X		X	X	X																
19	P. Manoj Kumar				X	X	X				X		X	X	X		X	X	X																
20	SK Abdul Subhan				X	X	X				X		X	X	X		X	X	X																
21	Ch. Jagadeesh				X	X	X				X		X	X	X		X	X	X																
22	O. Raj Kumar				X	X	X				X		X	X	X		X	X	X																
23	T. Sruthi				X	X	X				X		X	X	X		X	X	X																
24	A. Yamini				X	X	X				X		X	X	X		X	X	X																
25	R. Sravanthi				X	X	X				X		X	X	X		X	X	X																
26	E. Deepa Nandini				X	X	X				X		X	X	X		X	X	X																
27	G. A. Chakravarthi				X	X	X				X		X	X	X		X	X	X																
28	R. Lalitha Devi				X	X	X				X		X	X	X		X	X	X																
29	M. Manohar				X	X	X				X		X	X	X		X	X	X																
30	P. Sowmya				X	X	X				X		X	X	X		X	X	X																
అధికారి సంతకం		తేదీ																																	
అధికారి సంతకం		తేదీ																																	
అధికారి సంతకం		తేదీ																																	
అధికారి సంతకం		తేదీ																																	

హాజరు అవుతుంది

హాజరు లేదు

హాజరు లేదు

హాజరు లేదు

హాజరు అవుతుంది

హాజరు లేదు

హాజరు లేదు

1	2	3	4	5	6	7	8	9
వారం	1	2	3	4	5	6	7	8
31	G.S.S. Pavan Reddy							
32	K. Manohar							
33	K. Purna Sri							
34	P. Dilip							
35	K. Devi							
36	P. Hima							
37	J. Lavanya							
38	S. Mohan							
39	S. Vijay Kumar							
40	Sk. Vahidunnisa Begum							

407

[illegible]

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	పాఠశాల విషయము		8	9		
అధ్యక్షుడు	స.స.	సం.	సం.	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	సం.	సం.
అధ్యక్షుడు	స.స.	సం.	సం.	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	సం.	సం.
31	G. S. S. Pavan Reddy			X	X	X					X	X	X												X	X	X									
32	K. Manohar			X	X	X					X	X	X												X	X	X									
33	K. Purna Sri			X	X	X					X	X	X												X	X	X									
34	P. Dileep			X	X	X					X	X	X												X	X	X									
35	K. Devi			X	X	X					X	X	X												X	X	X									
36	P. Hima			X	X	X					X	X	X												X	X	X									
37	T. Lavanya			X	X	X					X	X	X												X	X	X									
38	S. Mahan			X	X	X					X	X	X												X	X	X									
39	S. Vijay Kumar			X	X	X					X	X	X												X	X	X									
40	St. Vahidunnika Begum			X	X	X					X	X	X												X	X	X									
																								</												

Pupils Attendance Register

1	2	3	4	5	6	7	8	9	10
Age	Sex	Roll No.	1	2	3	4	5	6	7
1	A. John Babu		X	X	X				X
2	M. Reshma		X	X	X				X
3	S. Sankar Kumar		X	X	X				X
4	K. Vinay		X	X	X				X
5	M. Mahesh		X	X	X				X
6	M. Abhishek		X	X	X				X
7	B. Satish Babu		X	X	X				X
8	G. Satya Madhavi		X	X	X				X
9	J. Surendra		X	X	X				X
10	N. Benni Stevenson		X	X	X				X
11	P. Samyaktha		X	X	X				X
12	D. Aravinda Babu		X	X	X				X
13	St. Abdul Gaffur		X	X	X				X
14	V. Geethajothi		X	X	X				X
15	J. Raja		X	X	X				X
16	D. Esteru		X	X	X				X
17	V. Kiran Kumar		X	X	X				X
18	M. Ekanu Akash		X	X	X				X
19	P. Manoj Kumar		X	X	X				X
20	St. Abdul Subhan		X	X	X				X
21	Ch. Jagadeesh		X	X	X				X
22	C. Raj Kumar		X	X	X				X
23	T. Sruithi		X	X	X				X
24	A. Yamini		X	X	X				X
25	B. Sravanthi		X	X	X				X
26	E. D. Nandini		X	X	X				X
27	G. A. Chakravarthy		X	X	X				X
28	K. Lalitha Devi		X	X	X				X
29	M. Manohar		X	X	X				X
30	P. Sowmya		X	X	X				X

పిల్లల హాజరుపట్టి

[illegible]

Pupils Attendance Register

1	2	3	4	5	6	7	8	9	10
roll No.	roll No.	roll No.	roll No.	roll No.	roll No.	roll No.	roll No.	roll No.	roll No.
31	G. S. S. Pavan Reddy		x x x						x x
32	K. Manchar		x x x						x x
33	K. Purna Sri		x x x						x x
34	P. Dileep		x x x						x x
35	K. Devi		x x x						x x
36	P. Hima		x x x						x x
37	J. Lavanya		x x x						x x
38	S. Mohan		x x x						x x
39	S. Vijay Kumar		x x x						x x
40	Dr. Vahidunnisa Begum		x x x						x x

పిల్లల హాజరువట్టి

[illegible]

March
2023

Pupils Attendance Register

పిల్లల హాజరుపట్టి

విద్యకు నియం
కరణ పాఠశాల

వర్గం
పేరు

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	హాజరు కాలము	హాజరు కాలము	పట్టణం పేరు	ప్రధాన శిక్షకుడి పేరు	కమిషనరు పేరు	
1	A. John Babu			X	X																															
2	M. Reshma			X	X																															
3	S. Sankar Kumar			X	X																															
4	K. Vinay			X	X																															
5	M. Mahesh			X	X																															
6	M. Abhishek			X	X																															
7	B. Satish Babu			X	X																															
8	G. Satya Madhavi			X	X																															
9	J. Surendra			X	X																															
10	N. Renni Stevenson			X	X																															
11	P. Sampath			X	X																															
12	D. Aravinda Babu			X	X																															
13	Sk. Abdul Gaphur			X	X																															
14	V. Geethajali			X	X																															
15	P. Raja			X	X																															
16	D. Esther			X	X																															
17	V. Kiran Kumar			X	X																															
18	M. Bhanu Prakash			X	X																															
19	P. Manoj Kumar			X	X																															
20	Sk. Abdul Subhan			X	X																															
21	Ch. Jagadeesh			X	X																															
22	O. Raj Kumar			X	X																															
23	T. Sruthi			X	X																															
24	A. Yashini			X	X																															
25	B. Sravanthi			X	X																															
26	E. D. Nandini			X	X																															
27	G. A. Chakravarthy			X	X																															
28	K. Lalitha Devi			X	X																															
29	M. Manohar			X	X																															
30	P. Sowmya			X	X																															
అధ్యక్షుడి పేరు: _____		తేదీ: _____																																		
అధ్యక్షుడి పేరు: _____		తేదీ: _____																																		
అధ్యక్షుడి పేరు: _____		తేదీ: _____																																		

విద్యకు నియం

కరణ పాఠశాల

వర్గం

Month: March
 Year: 2021

Pupils Attendance Register

విల్లల హజరువట్టి

గోదాన పాఠశాల
 గోదాన హాల్

తరగతి: _____
 పేరు: _____

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	4	7	8	9			
అధికారి	తేదీ	పేరు	మొదటి	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	హాజరు చేయబడిన తారీఖులు	హాజరు తేదీ	హాజరు చేయబడిన తేదీ
		31 G. S. S. Pavan Reddy			X	X																															
		32 K. Manohar			X	X																															
		33 K. Purna Sri			X	X																															
		34 P. Dileep			X	X																															
		35 K. Devi			X	X																															
		36 P. Hima			X	X																															
		37 J. Lavanya			X	X																															
		38 S. Mohan			X	X																															
		39 S. Vijay Kumar			X	X																															
		40 Sk. Wahidunnisa Begum			X	X																															

అధికారి పేరు : తేదీ :

అధికారి పేరు : తేదీ :

అధికారి పేరు : తేదీ :

హాజరు చేయబడిన తేదీ :

హాజరు తేదీ :

హాజరు చేయబడిన తేదీ :

అధికారి పేరు: _____ తేదీ: _____
 అధికారి పేరు: _____ తేదీ: _____
 అధికారి పేరు: _____ తేదీ: _____
 అధికారి పేరు: _____ తేదీ: _____

హాజరు చేయబడిన తేదీ: _____
 తేదీ: _____



DEPARTMENT OF ENGLISH

ADD ON PROGRAMMES / CERTIFICATE COURSE

COMMUNICATIVE ENGLISH

SYLLABUS

1. Parts of Speech
2. Tenses
3. Articles
4. Prepositions
5. Common Errors
6. Pronunciation
7. Types of Listening
8. Strategies for Effective Listening
9. Interview Skills
10. Presentation Skills
11. Public Speaking
12. Group Discussion
13. Resume & CV Writing
14. Reading News Paper & Magazines

N.S. Danda
(University Nominee)
UNIVERSITY NOMINEE

[Signature]
(Subject Expert)
SUBJECT EXPERT

P. Gandhya Rani

[Signature]
(Chairman, BOS)

APPROVED

[Signature]
(Subject Expert)
SUBJECT EXPERT

Phone: 08819 – 246126 / 246926

Website: www.svkpandksrajucollege.edu.in



S.V.K.P & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE

(Autonomous)

Recognised by UGC as “College with Potential for Excellence”

Accredited by NAAC with ‘A’ Grade

(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Recognised by Govt. of Andhra Pradesh)

PENUGONDA – 534 320. West Godavari District, Andhra Pradesh

DEPARTMENT OF ENGLISH
VALUE ADDED COURSE
(2022-2023)
COMMUNICATION SKILLS

OBJECTIVES:

1. Students can be given knowledge on fundamental Principles of English grammar.
2. To enhance their language skills especially in the areas of grammar and pronunciation.
3. To demonstrate consistent and appropriate language use in extended conversations and discussions
4. To demonstrate behaviour and attitudes appropriate to a work environment.
5. To understand and apply the conventions of academic writing in English.
6. To build an elementary understanding of form, meaning and use in various discourse settings

METHODOLOGY:

1. Minimum enrolment of students per session 20.
2. Maximum enrolment of students is 50.
3. Duration of programme is 30 to 45 days.
4. Programme is to be conducted for one hour after college hours.
5. Interaction with students of 45 minutes duration.
6. The remaining 15 minutes is allotted for feedback.
7. A post diagnostic test is to be conducted at the end of the programme.
8. Students are provided Study Material on *Communication Skills*.

S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE (A)

Recognised by UGC as "College with Potential for Excellence"

DEPARTMENT OF ENGLISH

EXAM-I COMMUNICATIVE ENGLISH

Course Code: 01/2021

Marks : 50

Time : 2 Hours

I. Answer any FOUR of the following questions :

4 x 5 = 20

1. What are the Interview Skills and describe the different stages of Interviews ?
2. What are the strategies for effective listening?
3. What is a Group Discussion ? Describe the skills and personality traits are assessed in a GD.
4. How to Develop Presentation Skills ?
5. What is Active Listening ?
6. What are the qualities required for Public Speaking ?

II. Answer the following as directed :

1. Identify the Parts of Speech for the underlined words in each sentence : 5 x 1 = 5

- a) He worked hard.
- b) She is beautiful.
- c) He went to market.
- d) The boy played cricket.
- e) He spent money lavishly.

2. Fill in the blanks with suitable verb forms :

5 x 1 = 5

- a) India _____ (get) Independence in 1947.
- b) Look! Someone _____ (come).
- c) Milk _____ (be) white.
- d) If only I _____ (be) rich.
- e) When we reached the station, the train _____ (leave).

3. Fill in the blanks with suitable Articles :

5 x 1 = 5

- a) He is _____ M.A.
- b) She stressed _____ need of English.
- c) Once upon _____ time he was a millionaire.
- d) He is _____ Shakespeare.
- e) They make _____ plan.

4. Fill in the blanks with suitable Prepositions :

5 x 1 = 5

- a) The Police prevented them _____ going.
- b) He has been working _____ one year.
- c) He took _____ his coat.
- d) My father is angry _____ me.
- e) I have a house to live _____

5. Correct the following sentences :

5 x 1 = 5

- a) They are awaiting for the Bus.
- b) She is my cousin sister.
- c) We have a seen film yesterday.
- d) He and I are friends.
- e) She is innocent, is n't it?

6. Write spelling for the following words in Phonetic Script :

5 x 1 = 5

- a) /'tɑ:gə/
- b) /kɑ:ʊ/
- c) /maʊs/
- d) /'kærət/
- e) /'mʌðə/

S.V.K.P & Dr.K.S. RAJU ARTS & SCIENCE COLLEGE (A)
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DEPARTMENT OF ENGLISH

EXAM-II COMMUNICATIVE ENGLISH

Course Code: 01/2021

Marks : 50

Time : 2 Hours

I. Answer any FOUR of the following questions :

4 x 5 = 20

1. Discuss the various types of communication, including verbal and non-verbal communication.
2. Discuss the major barriers to Communication.
3. What are the traits of a good listener?
4. What are Presentation Skills?
5. Discuss Active Listening
6. How to develop Public Speaking skills?

II. Answer the following as directed :

1. Identify the Parts of Speech for the underlined words in each sentence : 5 x 1 = 5

- a) She is a popular film star.
- b) Take it granted
- c) They waited for me
- d) We heard a strange noise.
- e) I want some money.

2. Fill in the blanks with suitable verb forms :

5 x 1 = 5

- a) The sun _____ (set) in the west.
- b) She _____ (have) her breakfast a few minutes ago.
- c) He _____ (wait) for her since morning.
- d) She _____ (sing) songs now.
- e) He _____ (write) this book in his childhood.

3. Fill in the blanks with suitable Articles :

5 x 1 = 5

- a) He is not _____ orphan.
- b) He is _____ brave man.
- c) Mt. Everest is _____ highest peak.
- d) She is _____ nurse by profession.
- e) She is _____ innocent girl

4. Fill in the blanks with suitable Prepositions:

5 x 1 = 5

- a) The boy takes _____ his father.
- b) The church is _____ the temple.
- c) I availed myself _____ the opportunity.
- d) He is _____ home.
- e) The boys are playing _____ the ground.

5. Correct the following sentences :

5 x 1 = 5

- a) He is belonging to a rich family.
- b) The river has overflown its banks.
- c) She is the most cleverest girl.
- d) The table's leg is damaged.
- e) The boy ran fastly.

6. Write spelling for the following words in Phonetic Script :

5 x 1 = 5

- a) /lɑ:f/
- b) /kʌntri/
- c) /stri:t/
- d) /sku:l/
- e) /smaɪl/



SVKP & Dr. K S RAJU ARTS & SCIENCE COLLEGE (A)
PENUGONDA, W. G. Dt.

(College with potential for Excellence and NAAC "A" Grade)
(Affiliated to Adikavi Nannaya University- Rajamahendravaram)
East Godavari Dist. Andhra Pradesh-533238

DEPARTMENT OF ENGLISH

Certificate

This Certificate is awarded to

Mr./Miss MAMIDISETTI BHANU PRAKASH, III B.Sc MPC EM,
student of SVKP & Dr. K S RAJU ARTS & SCIENCE COLLEGE (A) PENUGONDA, W. G. Dt
has completed and passed the CERTIFICATE COURSE in

Communicative English

During 05-12-2022 to 04-03-2023(30 hours) Conducted by Department of English,
SVKP & Dr. K S Raju Arts & Science College (A) PENUGONDA.

K. SASIKUMAR
Course Coordinator

Dr. Y V V APPARAO
Principal

PRINCIPAL
SVKP & DR. K S RAJU ARTS & SCIENCE COLLEGE (A)
PENUGONDA-534320, W.G. Dt. A.P.