



K.S.N GOVT. DEGREE COLLEGE FOR WOMEN

An ISO Certified & Autonomous Institution

Affiliated to Sri Krishnadevaraya University - Ananthapuramu - A.P - 515002



NAAC
(3,15/4,00)
3rd Cycle
Grade A

Department of English
Add On Course in Communication Skills Semester 1 2023-24

Report on Certificate Course in Communication Skills

Objectives of the Course:

- Improving participants' ability to articulate ideas clearly, confidently, and persuasively through spoken language. This includes developing clarity, coherence, and conciseness in verbal expression.
- Helping participants understand the importance of body language, facial expressions, gestures, and tone of voice in effective communication. Training may focus on techniques to enhance nonverbal cues to convey messages accurately and positively.
- Teaching active listening techniques to ensure individuals can comprehend and respond appropriately to messages. This involves understanding both verbal and nonverbal cues, as well as empathetic listening to grasp the underlying emotions and perspectives of others.

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- Cultivating skills necessary for successful interactions with others, including assertiveness, empathy, conflict resolution, and negotiation. Participants may learn strategies for building rapport, establishing trust, and managing diverse communication styles.
- Strengthening participants' proficiency in written communication, including composing clear, concise, and grammatically correct messages across various mediums such as emails, reports, memos, and presentations.

Brief Report:

The department of English offered a 30 Hours Certificate Course in Communication Skills for first year BA Honours Special English Students and BCom Honours Computer Application students. 15 students got enrolled for the course which was scheduled between 3rd of October till 29th of November 2023. English faculty Smt J. Saiqua Parveen engaged the course for thirty hours. At the end of the course a practical exam was conducted in which students participated in JAM Session, Group Discussion and Role Play. Each segment carried 10 marks. On a scale of 30 the students were awarded marks for their participation. All the enrolled students were awarded certificates of participation.

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Outcomes of the Course:

Attendance of the Participants

Sl. No	Name	3/10	4/10	5	6	7	9	10	11	12	13	30	31	1	2	3
1	B. Akshara	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	B. Neelima	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	C. Manjula	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	J. Divya Bharathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	K. Poojitha	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P
6	M. Sruthi	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
7	M. Sruthi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	M. Sowjanya	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
9	R. Keerthana	P	P	P	P	A	A	P	P	P	P	P	A	P	P	A
10	C. Rupika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Vasifa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Lakshmi Prasanna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Chandu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Anusha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	G. Nagamani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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Sl. No	Name	4	6	7	9	10	14	15	16	17	18	20	24	27	28	29
1	B. Akshara	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	B. Neelima	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
3	C. Manjula	P	P	P	P	P	P	P	P	P	A	P	A	A	P	P
4	J. Divya Bharathi	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A
5	K. Poojitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	M. Sruthi	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P
7	M. Sruthi	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P
8	M. Sowjanya	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P
9	R. Keerthana	P	P	P	P	A	P	P	P	P	A	P	P	A	P	P
10	C. Rupika	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P
11	Vasifa	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Lakshmi Prasanna	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
13	Chandu	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P
14	Anusha	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P

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15	G. Nagamani	P	P	P			P	P	P	P		P			P	
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Certificate of Participation



KSN GDC FOR WOMEN(AUTONOMOUS)
DEPARTMENT OF ENGLISH
Add On Course in
Communication Skills

This is to certify that Miss B. Akshara of First Semester BA Special English has successfully completed an Add On Course in Communication Skills offered by the Department of English from 3-10-23 to 29-11-23

Saiqua Parveen J
IQAC Coordinator

Saiqua Parveen J
Head of the Dept

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Outcomes:

- Participants are able to express their ideas clearly, confidently, and persuasively, both verbally and in writing.
- Participants demonstrate enhanced awareness and control of body language, gestures, and tone of voice to convey messages effectively.
- Participants exhibit improved listening skills, allowing them to better understand and respond to others' perspectives and emotions
- Participants can build rapport, manage conflicts constructively, and negotiate successfully in various interpersonal interactions.
- Participants produce written communication that is clear, concise, and grammatically correct across different mediums and contexts.

Feedback of the students:

All the participants felt that they have got benefited by the Add on Course

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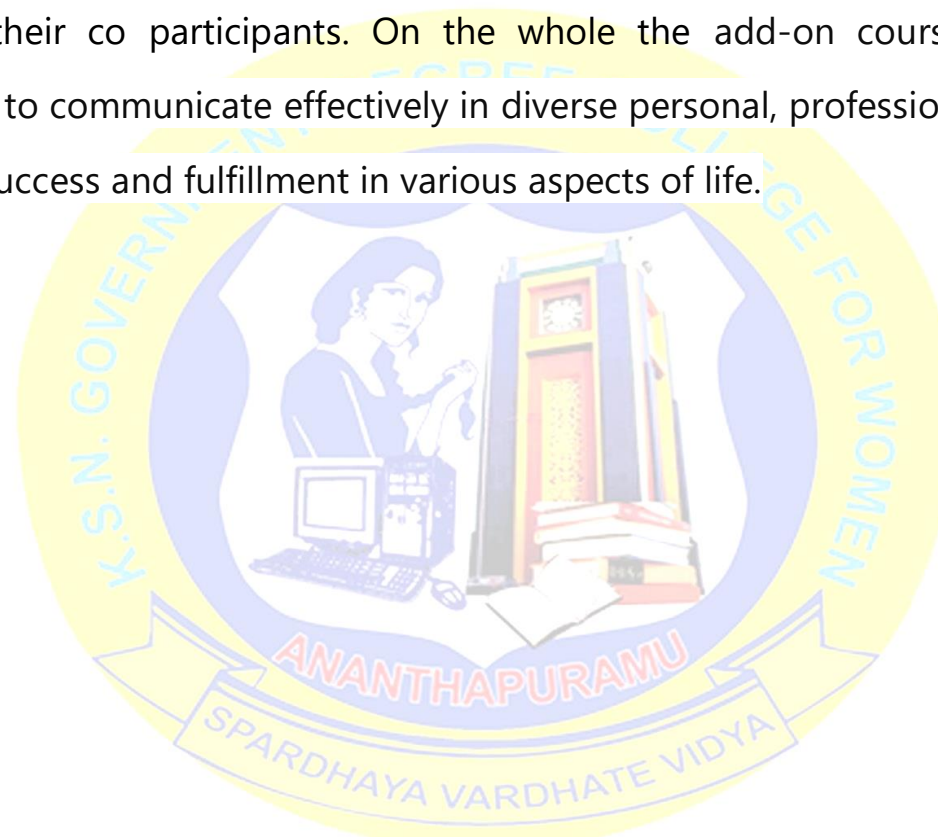
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Lecturer's Observations: It is observed that a majority of the participants actively took part in all the activities. A few of them were hesitant and diffident in the beginning but gradually started coming forward along with their co participants. On the whole the add-on course in communication skills empower participants to communicate effectively in diverse personal, professional, and academic contexts, contributing to their success and fulfillment in various aspects of life.



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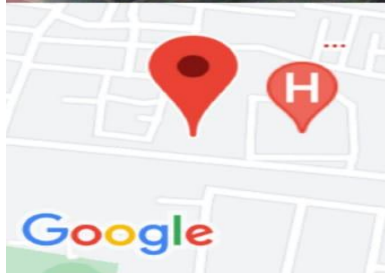
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Anantapur, Andhra Pradesh, India
KSN GDC for Women

Lat 14.655022° Long 77.606779°

27/11/23 02:14 PM

19.66 km/h

56%

1010 hpa

28.87° C

163° S

GPS Map Camera

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