



SPVVS'S

**G.P. Porwal Arts, Commerce &
V.V. Salimath Science College, Sindgi**



BROCHURE



DEPARTMENT OF ENGLISH

**CERTIFICATE COURSE
2020-21**

DEVELOPMENT OF COMMUNICATION SKILLS

07/12/2020 TO 08/03/2021

Inauguration

07/12/2020 12:15 PM

Valedictory

08/03/2021 12:30 Noon



S.P.V.V.S'S
G.P.PORWAL ARTS, COMMERCE AND V.V.SALIMATH SCIENCE COLLEGE,
SINDGI – 586 128
(Dist: Vijayapur. Karnataka State)

NAME OF THE COURSE

DEVELOPMENT OF
COMMUNICATION SKILLS

OFFERED BY

DEPARTMENT OF
ENGLISH

COURSE CODE

ENGCC01

COURSE COORDINATOR

Prof. R.V.Lamani

OBJECTIVES

- ❖ To equip the learners with effective speaking and learning skills in English.
- ❖ To make them realize the communication potential of English language.
- ❖ To speculate them to acquire a fairly acceptable skill in pronunciation.
- ❖ To train them to use language effectively to face interview, group discussion and public speaking.
- ❖ To promote ethical value in calculate organizational behavior.

DEPARTMENT OF ENGLISH CERTIFICATE COURSE DETAILS

INSTRUCTIONAL DESIGN

30 HOURS

ABOUT COURSE

Language is considered the best facilitator of communication and it is also considered hindrance in the way of communication. Certificate Course is provided to students so as grooming can be done on several areas like the importance of proper communication, types of communication, barriers to communication, presentation skills etc.

ELIGIBILITY

I SEMESTER STUDENTS.

COURSE CONTENT

Unit – I

- Grammar, Parts of Speech and Articles
- Tenses
- Subject Verb-Agreement, Modals
- Introduction to Phonetics.

Unit – II

- Using English in real life situation.
- Language Skills.

BOARD OF STUDIES


1. Prof.D.M.Patil	:	Chairman & Principal
2. Prof.V.R.Patil	:	HOD
3. Prof.R.V.Lamani	:	Coordinator
4. Dr. S.R.Golagond	:	Member
5. Prof.S.S.Quadri	:	Member
6. Miss.Afreen Bankalagi	:	Member

COURSE OUTCOMES

By the end of the course, students shall be able to:

- ❖ Understand how development of communication skills works.
- ❖ Employ active listening and responding skills.
- ❖ Learn about body language and communicative adjustment in the workplace while dealing with difficult people and situations.
- ❖ Frame grammatically correct sentences and speak fluent English across a wide range of situations.
- ❖ Improve job search and carrier building skills.
- ❖ Develop writing skills.


Head
Dept. of English
G.P.P. Arts, Commerce & V.V.S. Science
College, SINDAGI-586128.


Coordinator IQAC
G. P. PORWAL ARTS, COM &
V. SALIMATH Sc. College. SINDGI-586128.


Principal,
G. P. Porwal Arts, Comm &
V. V. Salimath Sc. College
SINDGI-586128. College Code: 52

S.P.V.V.S's



**G. P. PORWAL ARTS, COMMERCE AND V. V. SALIMATH SCIENCE
COLLEGE, SINDGI - 586 128 (Dist : Vijayapur. Karnataka State)**

Affiliated to Rani Channamma University, Belagavi
Accredited at 'B' Grade (2.42 CGPA) by NAAC

E-mail : gppprincipal@gmail.com Web : www.gppvvs.ac.in Ph : 08488-221244

Date

Ref. No.

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE- 2020-21

DEVELOPMENT OF COMMUNICATION SKILLS




MEMBERS OF BOARD OF STUDIES (BOS)

SL.NO	LIST OF BOS MEMBERS
1	Prof. D.M.Patil , Principal
2	Dr. S.R.Golagond, HOD, Asst. Professor of English, V.M.K. S.R.V College, Hunagund
3	Shri. S. S. Quadri Asst. Professor of English Govt. First Grade College, Sindagi
4	Shri. Venkanagouda R. Patil, HOD, Asst. Professor of English
5	Shri. Ravi V. Lamani, Asst. Professor of English
6	Miss. Afreen M. Bankalagi, Asst. Professor of English


Head

Dept. of English
G.P.P. Arts, Commerce & V.V.S. Science
College, SINDAGI-586128.


Coordinator IQAC
PORWAL ARTS, COM & V.V. SALIMATH Sc. College,
SINDGI-586128.


Principal,

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SINDGI-586128. College Code: 57

S.P.V.V.S's



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Date

Ref. No.

From:
HOD,
Department of English
G.P. Porwal Arts, Commerce
& V.V. Salimath Science College,
Sindagi-586128



To,
The Principal,
G.P. Porwal Arts, Commerce
& V.V. Salimath Science College,
Sindagi-586128

Sub: Request for Permission to conduct certificate course on 'Development of
Communication Skills'

Respected sir,

With reference to subject cited above I would like to bring to your kind
information that our department is going to conduct certificate course on Development
of Communication Skills for first semester students for the academic year 2020-21.
Kindly permit us same for the welfare of our students.

Hoping that the authority will do the needful and oblige

Thanking you sir

Place: Sindagi
Date: 02-12-2020

[Signature]
Coordinator IQAC
G. P. PORWAL ARTS, COM &
V. V. SALIMATH Sc. College,
SINDGI-586128.

Yours Faithfully

[Signature]
Head
Dept. of English
G.P.P. Arts, Commerce & V.V.S. Science
College, SINDAGI-586128.



S.P.V.V.S's

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E-mail : gppprincipal@gmail.com Web : www.gppvvs.ac.in Ph : 08488-221244

Date

Ref. No.



From:
The Principal,
G.P. Porwal Arts, Commerce
& V.V. Salimath Science College,
Sindagi-586128

To,
HOD,
Department of English
G.P. Porwal Arts, Commerce
& V.V. Salimath Science College,
Sindagi-586128

Sub: Permission to conduct certificate course on 'Development of Communication Skills'
Ref. No: Your letter dated, 02-12-2020

Respected sir,

With reference to subject cited above I herewith permit you to conduct certificate course on Development of Communication Skills for first semester students for the academic year 2020-21.

Place: Sindagi
Date: 03-12-2020

Yours Faithfully


Principal,
G. P. Porwal Arts, Comm &
V. V. Salimath Sc. College
SINDGI-586128. College Code: 527



S.P.V.V.S's

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Ref. No.

Date

DEPARTMENT OF ENGLISH



NOTICE

Certificate Course on 'Development of Communication Skills' -2020-21

Date: 04th December, 2020

The Department of English is going to conduct a Certificate Course on Communication Skill from 08th December, 2020. Interested students from all streams are intimated to enroll your names with filling Application Form on or before 07th December, 2020. Application forms are available in Department of English. The duration of the course will be for 30 contact hours. The department will ensure all the enrolled students to get certificate after successful completion of the course with satisfactory attendance.

Head

Dept. of English
G.P.P. Arts, Commerce & V.V.S. Science
College, SINDAGI-586128.

Coordinator IQAC
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SINDGI-586128.

Principal,

G. P. Porwal Arts, Comm &
V. V. Salimath Sc. College
SINDGI-586128. College Code: 586128

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COLLEGE, SINDGI – 586 128**

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e-mail:gppprincipal@gmail.com Web: www.gppcollegesindgi.org Ph: 08488-221244

DEPARTMENT OF ENGLISH

APPLICATION FORM

1. Name of the Course: **Development of Communication Skills**
2. Academic Year: **2020-21**
3. Class: **II Semester B.A.**

General Information of the Candidate

Name of the Student: TANUJA KALAL

Sex: Male: Female:

Date of Birth: 10-7-2002 Caste: OBC II A

Annual Income: _____

Permanent Address: Madina nagar sindgi


Mobile No: 9611444822

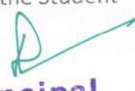


Declaration

I hereby certify that above information furnished by me is true to the best of my knowledge and belief. I shall regularly attend all theory classes in the college, in case shortage of attendance I may not be permitted to appear for the examination. Further I declare that I shall abide by the rules and regulation of the college and adhere to the discipline.

T. Y. Kalal
Signature of the Student


Coordinator IQAC
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SINDGI-586128.


Principal,
G. P. Porwal Arts, Comm &
V. V. Salimath Sc. College
SINDGI-586128. College Code: 5234

S.P.V.V.S's



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COLLEGE, SINDGI - 586 128 (Dist : Vijayapur. Karnataka State)**

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Ref. No.

Date



DEPARTMENT OF ENGLISH



**CERTIFICATE COURSE
"DEVELOPMENT OF COMMUNICATION SKILLS"**

TIME TABLE : 2020-21

SL.NO	DAYS	TIME	NAME OF THE FACULTY
1	Monday	4pm to 5pm	Shri.Venkanagouda R. Patil
2	Tuesday	4pm to 5pm	Shri. Ravi V. Lamani
3	Wednesday	4pm to 5pm	Miss. Afrina M. Bankalagi
4	Thursday	4pm to 5pm	Miss. Afrina M. Bankalagi


Head

Dept. of English
G.P.P. Arts, Commerce & V.V.S. Science
College, SINDAGI-586128.


Coordinator IQAC

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SINDGI-586128. College Code: 5



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G.P.PORWAL ARTS, COMMERCE AND V.V.SALIMATH SCIENCE COLLEGE,
SINDGI – 586 128 DIST: VIJAYAPUR

Dist: Vijayapur) Affiliated to Rani Channamma University-Belagavi (Karnataka State
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DEPARTMENT OF ENGLISH

Career Oriented Course: - "Development of Communication Skills"

2020-21

Sl.No	NAME OF THE STUDENTS	SIGNATURE
01	Abhishek Pawar	
02	Akshata	
03	Ashwini Hosamani	
04	Ayishya Mujawar	
05	Bhagyashree	
06	Bhagyashree Malled	
07	Bharati Pujari	
08	Bhimashankar Talawar	
09	Bharati Bairawadagi	
10	Bhuvaneshwari Navadagi	
11	Kavya	
12	Madhumati Yampure	
13	Nagaratna Subhanavar	
14	Ninganna Alapur	
15	Pallavi Hiremath	
16	Pavitra Poojari	
17	Prashant Hirekurubar	
18	Priyanka Natikar	
19	Priyanka Binjalabhavi	
20	Puja Kondaguli	
21	Radhika	
22	Sangeeta Biradar	
23	Savita Ainapur	
24	Shaheen Mulla	
25	Sneha Ambiger	
26	Suprita Bajantri	
27	Sushama	
28	Tanuja Kalal	
29	Vaishali Padnoor	
30	Vilas	

Coordinator IQAC
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Principal,
G. P. Porwal Arts, Comm &
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SINDGI-586128. College Code: 5234

Head
Dept. of English
G.P.P. Arts, Commerce & V.V.S. Science
College, SINDAGI-586128.



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**G.P. PORWAL ARTS, COMMERCE AND V.V. SALIMATH SCIENCE
COLLEGE, SINDGI-586128 DIST: VIJAYAPUR**

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DEPARTMENT OF ENGLISH

**CAREER ORIENTED COURSE:
"DEVELOPMENT OF COMMUNICATION SKILLS"**

Time: 2 Hours

Question Paper -2020-21

Max. Marks: 40

I. Fill in the blanks with suitable articles

05X1=05

1. Raju was born inU.K.
2. That invention has wonNoble Prize.
3. He got admission in..... institution.
4. He studies in University.
5. She goes to temple in morning.

II. Fill in the blanks with suitable prepositions

05X1=05

1. Rama got the train 5 O'clock.
2. She is seniorReshma.
3. He gets his salary.....time.
4. They invited us.....dinner.
5. He divided his property.....his four sons.

III. Write antonyms of the words:

05X1=05

1. Cry
2. Eager
3. Explain
4. Funny
5. Hurry.

IV. Write synonyms of the words:

05X1=05

1. Include
2. Marvelous
3. Professional
4. Powerful
5. Rigid

V. Write an application for the post of a Assistant Teacher by BLDE's, Vijayapur with your Curriculum Vitae

05 Marks

VI. Prefer a News Report on Valedictory Function held at your College.

05 Marks

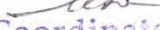
VII. Draft a copy of Self- Introduction.


05 Marks

VIII. Write a dialogue between bank manager and a student who wishes to open an SB Account.

05 Marks


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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE: - "DEVELOPMENT OF COMMUNICATION SKILLS"
STATEMENT OF MARKS -2020-21

Sl.No	Name of the Students	Theory Marks 40	IA Marks 10	Total -50	Remarks
01	Ayishya Mujawar	32	09	41	
02	Bhuvaneshwari Navadagi	31	09	40	
03	Madhumati Yampure	30	08	38	
04	Nagaratna Subhanavar	31	09	40	
05	Ninganna Alapur	32	09	41	
06	Pavitra Poojari	30	08	38	
07	Puja Kondaguli	32	09	41	
08	Sneha Ambiger	31	09	40	
09	Tanuja Kalal	32	09	41	
10	Vaishali Padnoor	32	09	41	
11	Radhika	31	08	39	
12	Sangeeth Biradar	31	08	39	
13	Suprita Bajantri	30	09	39	
14	Bhimashankar Talawar	29	08	37	
15	Bhagyashree	29	08	37	
16	Bhagyashree	30	08	38	
17	Bharati Bairawadagi	29	09	38	
18	Kavya	30	07	37	
19	Priyank Binjalabhavi	31	09	40	
20	Sushma	30	08	38	
21	Savita Ainapur	30	09	39	
22	Priyanka Natikar	29	07	36	
23	Prashant Hirekurabar	29	08	37	
24	Abhishek Pawar	28	08	36	
25	Akshata	29	09	38	
26	Ashwini Hosamani	28	08	36	
27	Vilas	29	08	37	
28	Bhrati Pujari	30	07	37	
29	Pallavi Hiremath	30	08	38	
30	Prashant Hirekurubar	28	07	35	

Head

Dept. of English
G.P.P. Arts, Commerce & V.V.S. Science
College, SINDGI-586128.

Co-ordinator IQAC

G. P. Porwal Arts, Comm & V. V. Salimath
Science College, SINDGI-586128, Dt:Vijayapur

Principal,

G. P. Porwal Arts, Comm. &
V. V. Salimath Sc. College,
SINDGI-586128. College Code: 5234

2020-21

SPVVSS SINDGI



**G.P. PORWAL ARTS, COMMERCE &
V.V. SALIMATH SCIENCE COLLEGE, SINDGI**

TEST / INTERNAL TEST I / II

Name : Tanuja Kalal

Roll No./RegNo : A62052933

Total Marks

Date : CERTIFICATE COURSE

DEVELOPMENT OF COMMON
Subject : ATION SKILLS

Semester : BA I semester

Class / Section : _____

Invigilators Sign. : _____

Evaluator Sign. : _____

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SHRI SHAKHAMBARI, ILKAL - 9448436533

I Fill in the blanks with suitable articles

① Raju was born in a U.K.

② That invention has won the Noble Prize

③ He got admission in an institution

④ He studies in a university.

⑤ She goes to temple in the morning

II Fill in the blanks with suitable prepositions

① Rama got the train at 50' clock

② She is senior to Reshma

③ He gets his salary in time

V

From

Taskin. Kanameshwar

sindagi. D. vijayapur

e-mail: Taskin.kanameshwar@gmail.com

phoneno: 9480339019

TO

BLDE's college vijayapur

Dear madam

I am writing this letter to apply for the ~~comput~~ Assistant Teacher in your college. I believe that my education background and professional experience make me an ideal candidate for this role and I attached my resume here.

—: Resume :-

Name :- Taskin. Kanameshwar

Father :- masana patel.

language :- Kannada, English

Nationality :- Indian

VI prefer a news report on valedictory function held at your college

valedictory Function,
G.P. PORWAR, COLLEGE

College/organization is a special day of the year when everyone associated with it gathers under the same roof to celebrate that year's institute/organization achievements

And before the celebration of the Annual Day event begins, a student, principal, or host is allotted to give a welcome speech. In this welcome speech given on the Annual Day, the speaker has to welcome everyone present in the auditorium or hall, including the honorable chief guest(s), and provide a short introduction to the several events that will take place on that day.

Thank you

VII

Good morning every one

VIII

write a dialogue between bank manager and a student who wishes to open an SB Account

Bank manager :- Good morning Sir

Student :- Good morning Sir, I want to open a saving bank account

Bank manager :- Fill in this application

Student :- should I produce any documents?

Bank manager :- yes, bring a ~~valid~~ copy of ration card and two passport size photos

Student :- what should I affix in this box?

Bank manager :- your passport size photo

Student :- you have given three lines for signature

Bank manager :- yes, sign thrice for



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Dist: Vijayapur

State: Karnataka



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(Affiliated to Rani Channamma University, Belagavi)

IQAC Initiative

DEPARTMENT OF ENGLISH

CERTIFICATE

This is to certify that Kumar/ Kumari.....
of B.A./B.Sc./B.Com has successfully completed 30 Hrs Certificate Course on
“ COMMUNICATION SKILLS ” during the year 2020-21


HOD


Coordinator IQAC


Principal