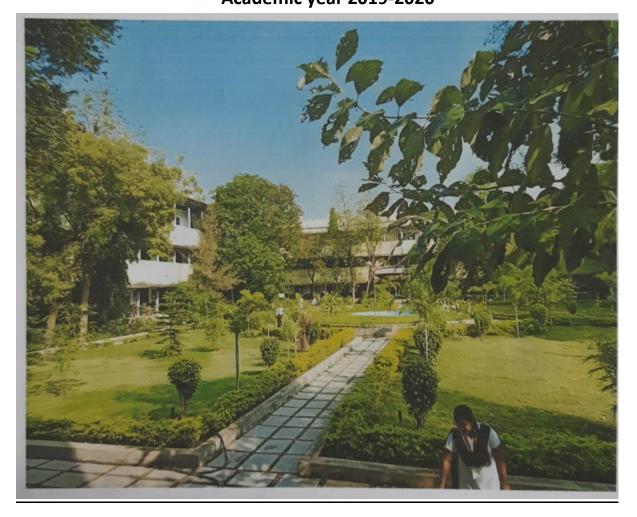
A Report on

Communication Skill

Organised by

Department of English Academic year 2019-2020



Internal Quality Assurance Cell

SHARNBASVESHWAR COLLEGE OF SCIENCE

(Affiliated to Gulbarga University, Kalaburagi)

Vidya Nagar, Kalaburagi – 585103, Karnataka, INDIA. e-mail:sbcscg@gmail.com, Phone: (08472)221941 Website: www.sharnscience.org

DEPARTMENT OF ENGLISH

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SHARNBASVESHWAR COLLEGE OF SCIENCE, GULBARGA

DEPARTMENT OF ENGLISH

Date: 20/06/2019

The Principal

To,

Sharanabasaveshwar College of Science

Kalaburagi.

Sub: Seeking permission for the conduct of certificate course.

Respected Sir,

With reference to the above cited subject, we the Department of English request you to grant permission for the conduct of **Certificate Course** for faculty of the 3rdSem students on **"Communication Skills"** for the academic year 2019-20. Kindly consider our request and do the needful.

Thanking you

PRINCIPAL

(DR. S.G. Dollegoudar Patil)

SHARNBASVESHWAR COLLEG OF SCIENCE, GULBARGA



DEPARTMENT OF ENGLISH

Department meeting was convened on 10th July 2019 at 11.am for the conduct of certificate course

Agenda of the meeting:

A meeting has been convened by the Department of English to discuss about the conduct of **Certificate Course** for 3rd semester students for the academic year 2019-20

Members present

1] Dr. S.G. Dollegoudar Patil

2]Dr.S.S.Patil (External Member)

Dept. of English Sharanabasaveshwar college of Commerce, Kalaburagi.

3] Dr. Indira Shetkar (External Member)

Asherten

Godutai college for women, Kalaburagi

4] Sri. Ashok.k (External Member)

Creative English learning centre, kalaburgi

Proceedings of the Meeting:

The Meeting was started with the welcome address by Dr. S.G. DollegoudarPatil, Department of English, followed by the introduction about the agenda of the meeting.

Action taken report:

All the members of the meeting decided to start certificate course for 3rd semester students on "Communication Skills" for the academic year 2019-20.

PRINCIPAL Tharanbasweshwar College of Scienco GULBARGA-585103



DEPRATMENT OF ENGLISH

Proceedings of the meeting of the Board of Studies in English (under graduate) held on 18th July 2019 to prepare the syllabus for **Certificate Course** in "**Communication Skills**" for B.Sc. 3rd semester for the academic year 2019-20 onwards.

Members present

1] Dr. S.G. Dollegoudar Patil

2]Dr.S.S.Patil (External Member)

Dept. of English Sharanabasaveshwar college of Commerce, Kalaburagi.

3] Dr. Indira Shetkar (External Member) Reheglion

Godutai college for women, Kalaburagi

4] Sri. Ashok.k (External Member) 10 WW

Creative English learning centre, kalaburgi

PROCEEDINGS:

The syllabus for certificate course in "**Communication Skills**" for B.Sc. 3rdsemester was drafted after discussion during the meeting with the members of Board of Studies and was placed for the approval and implementation from the academic year 2019-20 onwards.

PRINCIPAL Sharanbasweshwar College of Science GULBARGA-585103

DEPARTMENT OF ENGLISH

NOTICE

Date: 10/08/19

The students of **B.Sc. 3rd semester** are here by informed that, classes for **Certificate Course** on "Communication Skills" will commence from 20/08/2019 onwards.

PR

(DR. S.G. Dollegoudar Patil)

WAR COLLEGE OF SCIENCE, GULBARGA

DEPARTMENT OF ENGLISH

NOTICE

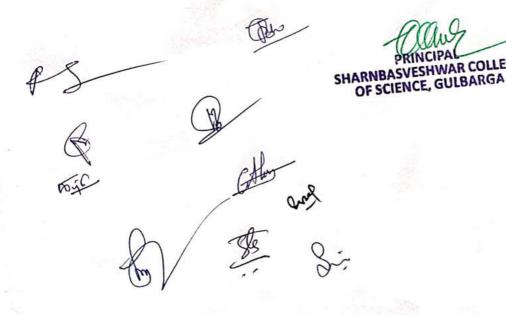
DATE: 11/08/19

The Department of English has planned to start certificate course on "Communication Skills" for B.Sc. 3rd faculty students for the academic year 2019-20. Hence all are hereby informed to enroll their names.

> PRINCIPAL (DR. S.G. Dollegoudar Patil)

COLLEGE

B.Sc. 1stSem--B.Sc. 3rdSem-



Application Form

(To be filled by the Candidate)

SL.no:

Date:

PHOTO PRINCIPAL SHARNBASVESHWAR COLLER OF SCIENCE, GULBASSA

Application for the Certificate Course in "COMMUNICATIVE SKILLS"

1) Name of the Candidate (as enrolled in the SSLC records in block letters)

2) Father's/Mother's Name: Revansiddappa.

- 3) Date of Birth: 08-10-2000
- 4) Sex: Male/female: Female
- 5) Semester: 11 Roll No: 215
- 7) Address of the candidate with Pin code (in block letters) <u>GANDHI</u> NAGAR · <u>GULBARGA</u> · 585302

8) Mobile No: 86600 70359

9) E mail address: anulypanbulgi @ gnail. Com

Candidate's Signature

Coordinator

PRINCIPAL SHARNBASVESHWAR COLLEGE OF SCIENCE, GULBARGA

Application Form

(To be filled by the Candidate)



SL.no:

Date: 18/10/2020 PHOTO

Application for the Certificate Course in "COMMUNICATIVE SKILLS"

- 1) Name of the Candidate (as enrolled in the SSLC records in block letters) KOMAL RADJIRAD N
- 2) Father's/Mother's Name: RADITRAO N
- 3) Date of Birth: 20/12/1998
- 4) Sex: Male/female: Fimale
- 6) Combination: PMCs.
- 7) Address of the candidate with Pin code (in block letters) Nchem Gunj Opp SBI Bank H NO - 8/1261 Kalburgi 8) Mobile No: 741133,9992
- 9) E mail address: Kornal nagbhujang @ Og mail. Com

Candidate s Signature

ncipal

SHARNBASVESHV AR COLLEGE OF SCIENCE, GULBARG

Coordinator

			SHARANABASAVESHWAR COLLEGE OF SCIENCE	, KALABURAGI	
			DEPARTMENT OF ENGLISH		
			B.Sc. 3rd Semester Student List-20)19-2020	
			" Certificate course on "Communic	ative Skills"	
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2	8	Never and the second second	AMBIKA ERANNA	PCM	
4	13		ARPITA NAGARAJ POLICE PATIL	PCM	
5	15		ARUNKUMAR PRABHULING	PCM	
6	16		ASHISH VITHAL	PCM	
7	18		ASHWINI ASHOK	PCM	
8	23	91950025	BHAGYASHREE SHREESHAIL TALWAR	PCM	
9	25		BRUNDA HIREMATH VEERAYYA HIREMATA	PCM	
10	32		DEEPAKAKUMAR SHIVASHARANAPPA	PCM	
11	34	91949739	DIVITA REVANAYYA	PCM	
12	35	91949740	GANESH HAVA AMBARAYA HAVA	PCM	
13	37	91949742	GEETA KULKARNI CHANDRASHEKHAR	PCM	
14	38	91949743	GEETA SARJAPUR BASAPPA K SARJAPUR	PCM	
15	41	91949747	JYOTI SOMALING PATTAR	PCM	
16	43	91949749	JYOTI CHANDRAKANTH	PCM	
17	45	91949751	KAVERI SIDDARAM	PCM	
18	46	91949752	KAVERI ANANDRAYA	PCM	
19	47	91949755	KAVYA MARUTIRAO	PCM	
20	49	91949757	KRUTIKA DEVINDRA	PCM	
21	51	91949759	AXMI JEEVÂN	PCM	
22	54	91949762	2 MAMATA MAHIPALREDDY	PCM	
23	57	91950007	7 MANISHA SURYAKANT	PCM	
24	58	91949765	5 MASHAQ HANIFSAB	PCM	
25	59	91949766	5 NABUKOUSAR CHANDPASHA	PCM	
26	60	9194976	7 NAGAVENI SIDRAMAPPA	PCM	2
27	61	91949990	D NAGARATNA VISHWANATH	PCM	

PRINCIPAL SHARNBASVESHWAR COLLEG OF SCIENCE, GULBARGA

28	65	91949771 NEELAMBIKA PRABHULING	
29	67	91949773 NEELAMMA MAHANTESHWAR	PCM
30	69	91949994 PARVATI BASAVARAJ	PCM
31	71	91949775 PAVITRA SHIVANAND	PCM
32	73	91949991 POOJA GURUSHANT	PCM
33	75	91950028 POOJA REVANASIDDAYYA	PCM
34	78	91949993 PRIYA BASAVARAJ	PCM
35	79	91949992 PRIYANKA KALYANRAO	PCM
36	81	91950024 PRIYANKA RAMESH	PCM
37	82	91949783 RADHIKA MARUTI	PCM
38	83	91950087 RANI SUBHASH	PCM
39	84	91949785 RANJITA MALLIKARJUN BIRADAR	PCM
40	93	91949792 SAPNA MANOHAR KUMBAR	PCM
41	96	91949796 SHIVALEELA GUNDANNA	PCM
42	100	91949996 SHREELAXMI RAMESH	PCM
43	104	91949803 SHWETA ALOOR JATTEPPA ALOOR	PCM
44	106	91949805 SIMRA NISHATH BANDENAWAZ KALAKERI	PCM
45	107	91949806 SINDHU POLICEPATIL BANNAPPAGOUDA POLICE 91950030 SNEHA JEANNA PATIL BANNAPPAGOUDA POLICE	PCM
46	108	91950030 SNEHA IRANNA BADIGER	PCM
47	112	91949810 SOUMYA SHIVASHANKRAYYA	PCM
48	113	91950026 SOUMYASHREE SHIVANAND BINGOLI	PCM
49	116	91950031 SUDHARANI PARMESHWAR	PCM
50	118	91949814 SUMAN RAJU CHAVAN	PCM
51	123	91949822 SWATI REVANASIDDA	PCM
52	127	91949826 VANDANA VILAS KATGE	PCM
53	132	91949831 VIDVASUDES DE	PCM
54	133	91949831 VIDYASHREE DEVENDRAPPA	PCM
55	134	91949833 VIJAYALAXMI KASHINATH	0.0000
56	135	91949834 VIJAYALAXMI SHIVAPPA	PCM
57	143	91949835 VIJAYALAXMI RAJASHEKHAR	PCM
58	147	91949975 ANJALI SHIVAPUTRA	PCM
59	149	91950034 BHAGYASHREE KALYANI	PME
60	150	ST343977 CHNNAMMA SHADAMADA	PME
		91949980 NAGAYYA CHANNAMALLAYYA	PME
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PRINCIPAL SHARNBASVESHWAR COLLEG OF SCIENCE, GULBARGA

61	152	91950011 NAGAPPA DATTATREYA	
62	160	91949988 SHUBHANGI SHIVANAND	
63	161	91950078 VAISHNAVI CHANDRABHATT JOSHI	
64	170	91950047 ANUSHA'S KALASHETTY SIDDARAMAPPA	
65	177	91950052 BHAGYASHREE AMBARAYA KONE	
66	178	91949851 BHAGYALAXMI JAGANNATH	
67	184	91949856 DEEPA LAXMIPUTRA	
68	186	91950054 GANGAMMA VIJAYAKUMAR	
69	189	91950053 JAYASHREE REVANSIDDA	
70	191	91949859 KEERTANA HANAMNTH	
71	192	91949860 KEERTI ASHOK NARABOLI	
72	193	91949861 KOMAL RAOJIRAON	
73	201	91950056 PRAPHANATIC CL	
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75	205	91950079 PRADYUMNA YELWANTAGI PRABHUDEV 91949870 PREMSING SURESHSINGH	
76	207	91949873 RAHU RUMAGUNA	
77	209	91949873 RAHUL BHIMASHANKAR SAVALGI 91949874 REVANASIDDA SANGANNA	
78	215	91949882 SHALINI REVANASIDDA SANGANNA	
79	219	91949794 SHILDA S BATHOD SUBJECT	
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81	224	91950057 SNEHA RAVINDRANATH	
82	247	91949991 POOJA GURUSHANT	
83	248	91949912 AISHWARYA SHARANABASAVA	
84	249	91950014 AISHWARYA JAGANATH	
85	252	91949916 AKSHATA DEVANGOUDA	
86	253	91952712 AKASH KUMAR SHARANABASAVAPPA NASI	
87	254	91950004 ALLAMPRABHU SANGANNA	
88	255	91949917 AMBIKA NAGAPPA	
89	258	91866356 ANNARAY, SHARANGOUD	
90	259	91949920 ANJALI KARUNSAGAR	
91	262	91950067 AKSHAYKUMAR ANNARAO PATIL	
92	269	91949923 BHAGYASHREE BHINGE DINESH	
93	271	91949924 CHAITRA SHRANABASAPPA BIRADAR	

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PRINCIPAL SHARNBASVESHWAR COLLEGE OF SCIENCE, GULBARGA

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		91950015 CHANDRASHEKHAR SURYAKANT	CBZ
94	272	LANAMANTH KUMBAR AMBART	CBZ
95	278	ALADARZZ KANYAKUMARI SHARANAFTA	CBZ
96	281 282	01040933 KARABASAYYA SANGAYYA	CBZ
97	284	LAND VENI VITHAL	CBZ
98	286	01050076 MANUNATH C TALWAR CHANDING	CBZ
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101	289	01040940 MOHAMMED TAUFEEQ CHOWDHAN	CBZ
102	292	91949942 NAVIN KUMAR SHIVKUMAR	CBZ
103	292	OTOFOOD NAVIN AMBAYYA	CBZ
104	295	01040943 NITISH RAJASHEKHAR SINDOL	CBZ
105	297	A REAL PRUTHVI GURUNATHREDDY	CBZ
106	299	DIDADDAT RAGHAVENDRA ASHOK DHANWADKAN	CBZ
107	300	01050016 RAMPRASAD SHIVASHARANAPPA	CBZ
108	301	91949948 RATNA HULI SHANTVEER HULI	CBZ
110	302	91949949 RAVI BHEEMARAO	CBZ
111	304	91949952 SAGAR KALYANI JAPUR	CBZ
112	305	91949953 SAMEER AHMED MAHEBOOBSAB	CBZ
113	307	91949956 SHANKARALING MADIVAL	CBZ
114	315	91949963 SUSHIL SHIVAKUMAR	CBZ
115	319	91949968 VISHAL SHIVARAJ	CBZ
116	320	91949969 VINODKUMAR ANNARAYA	CBZ
117	321	91949970 VISHWANATH MALLANNA	CBZ
118	322	91949971 VISHAKA SUDHAKAR	PCM
119	332	91949804 SHWETA SHARANAPPA	DPCS
120	335	91950021 SAMRUD RAJSHEKHAR MOLAGI	DPCS
121	351	91949987 SOURABH SHARANAGOUDA PATIL	(Belleville)
122	367	91949832 VIJAY GUDNOOR GURUNATH N GUDNOOR	DPM
123	358	91949906 YALLALINGA SHARANAPPA	PMCS

CBZ

PRINCIPAL SHARNBASVESHWAR COLLEG OF SCIENCE. GULBARG!

DEPARTMENT OF ENGLISH

SYLLABUS FOR

CERTIFICATE COURSE IN COMMUNICATION SKILLS

UNIT-1:

10 Hours

Communication : Meaning, Nature, Importance and Purpose of Communication, Types of Communication, History of oral Communication, Communication Mechanism.

UNIT-2:

6 Hours

Advantages of oral Communication, Non-verbal Communication, Body Language, Communicating Time.

UNIT-3:5 Hours

The process of Listening, Listening Dynamics, Levels of Listening, Traits of Active Listeners, Things To Remember.

UNIT-4:

4 Hours

Listening In General, Benefits of Effective Listening, Difference Between Hearing and Listening, Poor Listening Skills.

UNIT-5:

5 Hours

Basic type of Listening, Importance of Listening Skills, Types of Listening, Benefits of Effective Listening, Features of Listening, Techniques of Listening Skills.

SHARNBASVESHWAR COLLEG. OF SCIENCE, GULBARGA

DEPARTMENT OF ENGLISH

Certificate Course in 'Communicative Skills in English'.

- 1. Department Name: English literature
- Title of Course: Certificate Course in 'Communicative Skills in English'.

ABOUT THE COURSE: 'Communicative Skills in English' Course is designed for the students to develop speaking, listening and pronunciation skills for more effective communication in trade, industries, journalism, tourism industry and related professional situations. These courses will develop confidence in using English through conversation activities, public speaking, interview skills and group discussions.

3. Aims and objectives of the Course:

To enable the students:

- To equip the learners with effective speaking and listening skills in English.
- To make them realize the communication potential of English language.
- To train them to use language effectively, to face interviews, group discussion, public speaking and presentation skills.
- To facilitate, to acquire a fairly acceptable skill in pronunciation.
- To promote ethical values and inculcate organizational behavior,
- To use English effectively for trade, tourism industries,
- communication and use of language in different situation.

AR COLLEG NCE, GULBARGA

DEPARTMENT OF ENGLISH

Course outline for Certificate Course

B.Sc. 3RD SEMESTER

Course code: 02/CCCS-19

Title of the course	Marks	Theory /week	TOTAL HOURS
	Theory		20
Communication Skills	50	3	- 30
		Theory	Theory

2. Language of Instruction: English

3. Course Coordinator :

4. Duration: 30 hours.

5. Date : 20/06/2019

6. Free Certificate Course.

7. Lecture: Theory 30 hours.

8. Lecture Timing: 12:15 to 1:15

9. Reference books:

Communication Skills
By N. Gupta – SahityaBhavan publication, Agra

Communication Techniques
By A.G Girdhar – I.K International publication house New Delhi.

(DR. S.G. Dollegoudar Patil)

SHARNBASVESHWAR COLLEGE OF SCIENCE, GULBARGA

TIME TABLE FOR THE YEAR 2019-2020

DEPARTMENT OF ENGLISH

CLASS: B.SC. 3RD SEMESTER

SUBJECT: Communication Skills

	Theory	
Days/Time	12.15 to 1.15	
Friday	3 rd Sem	
Saturday	3 rd Sem	
Sunday	3 rd Sem	

(DR. S.G. Dollegoudar Patil)

ARNBASVESHWAR COLLEGE OF SCIENCE, GULBARGA

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DEPARTMENT OF ENGLISH

NOTICE

DATE: 11/10/19

The students of **B.Sc. 3rd semester** are hereby informed that, exams for **certificate course** on "**Communication Skills**" will be commence as (stated below)

B.Sc. 3rd Sem-17/10/2019

(DR. S.G. Dollegoudar Patil)

SHARNBASVESHWAR COLLEG. OF SCIENCE, GULBARGA



SHARNBASVESHWAR COLLEGE OF SCIENCE

KALABURAGI

CERTIFICATE COURSE IN COMMUNICATION SKILLS

Course Code: 01/CCCS-19

Duration: 01: 30 Hrs

Instruction to Candidates: All questions are compulsory.

- I. Answer the following questions
 - 1. What are the traits of listening dynamics?
 - 2. What are levels of listening?
 - 3. What are the traits of active listening?
 - 4. What things do you remember while listening?
 - 5. How to be an effective listener?
 - 6. What are the benefits of effective listening?
 - 7. What is the difference between hearing and listening?
 - 8. How to listen effectively?
 - 9. What are the effects of poor listening?
 - 10. What are the basic types of listening?

II. Answer the following questions

- 1. What are the techniques of listening skills? Make a list of them
- 2. Explain in detail the difference between the following two sentences.
 - a. Let's eat grandma!
 - b. Let's eat, Grandma!

III. Answer the following questions

- 1. Define Soft skills and explain in brief soft skills like-
 - Communication skills,
 - Conflict resolution,
 - ➤ Leadership skills,
 - Team work
 - Problem solving.
- 2. What is Communication? Explain in brief its meaning, purpose, history and mechanism.
- 3. Explain the implicit meaning of -
 - Non-Verbal communication,
 - Body Language,
 - Barriers to communication,
 - Communication time

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05 X 02 = 10

Max. Marks: 50

 $10 \ge 01 = 10$

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Sharnbasveshwar College of Science, Kalaburagi First / Second I.A. Attendance Sheet

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Sharnbasveshwar College of Science, Kalaburagi First / Second I.A. Attendance Sheet

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Sharnbasveshwar College of Science, Kalaburagi First / Second I.A. Attendance Sheet

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		SHARANABASAVESH	DEPARTMENT OF ENGLISH		
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61	152	91950011 NAGAPPA DATTATREYA	PME	22	С
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63	161	91950078 VAISHNAVI CHANDRABHATT JOSHI	PME	24	с
64	170	91950047 ANUSHA S KALASHETTY SIDDARAMAPPA	PMCS	32	в
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95	278	91949929 HANAMANTH KUMBAR AMBARAYA KUMBAR	CBZ	8	D
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97	282	91949933 KARABASAYYA SANGAYYA	CBZ	43	A
98	284	91949935 KRISHNA VENI VITHAL	CBZ	18	D
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105	295	91949943 NITISH RAJASHEKHAR SINDOL	CBZ	6	D
106	297	91949945 PRUTHVI GURUNATHREDDY	CBZ	34	В
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109	301	91949948 RATNA HULI SHANTVEER HULI	CBZ	25	С
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111	304	91949952 SAGAR KALYANI JAPUR	CBZ	27	С
112	305	91949953 SAMEER AHMED MAHEBOOBSAB	CBZ	11	D
113	307	91949956 SHANKARALING MADIVAL	CBZ	27	С
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115	319	91949968 VISHAL SHIVARAJ	CBZ	4	D
116	320	91949969 VINODKUMAR ANNARAYA	CBZ	4	D
117	321	91949970 VISHWANATH MALLANNA	CBZ	29	С
118	322	91949971 VISHAKA SUDHAKAR	CBZ	24	с
119	332	91949804 SHWETA SHARANAPPA	PCM	19	D
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Sharanbasaveshwar College of Science, Kalaburagi **DIAMOND JUBILEE CELEBRATED** ISO-9001-2015 Certified **Department of English** Certificate of Completion Course Code : 02/CCCS-19 This is to Certify that Mr. Miss. AISHWARYA 3. BHINGE Place : Kalaburagi

Date 15 11 2019

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