

HINDU COLLEGE :: GUNTUR

(NAAC 'A' Grade Accreditation)

**Internal Quality Assurance Cell
(IQAC)**

AQAR 2021 – 22

**ADD - ON COURSE ON
LANGUAGE AND COMMUNICATION SKILLS**



By

Department of English & JKC

13-07-2022 to 31-08-2022

List of students enrolled with signatures of students

HINDU COLLEGE :: GUNTUR									
REGISTRATIONS - ADD - ON COURSE ON LANGUAGE AND COMMUNICATION SKILLS - JULY 2022									
Timestamp	Email address	Full Name	Class	Group	Year	Roll no.	Card Number	Signature	
15-07-2022 12:16	jeeveshmarikantbhatla@gmail.com	Jeevesh marikanti bhatla	B.Sc	CPC	I	310	68620297		
18-07-2022 15:43	sakiesomarathi@gmail.com	Gurupriya sai saku marathi	B.Sc	MPC	I	67230464	70279		
18-07-2022 15:45	svaramakothreddyborani@gmail.com	Borani svaramakothreddy	B.Sc	MPC	I	246	9052127678		
18-07-2022 19:00	leurothupriyaen123@gmail.com	Leurotha Priyaen Kumar	B.Sc	MPC	I	248	8260642759		
20-07-2022 15:52	nuchihap1436@gmail.com	Nuchitha	B.A	HEP	I	550	90612 2289		
08-08-2022 10:29	myawarreddy0123@gmail.com	Mandala yasarathi reddy	B.A	Outsid	I	626	7871012066		
10-08-2022 09:52	u0833653@gmail.com	Syed Imran	B.A	Outsid	I	847	7881661702		
04-07-2022 20:46	samirjayet124@gmail.com	Syed samirja	B.Sc	BZC	II	727	8341622562		
04-07-2022 20:49	gopethaamylogat@gmail.com	TOGATI VEERABABU	B.Sc	MPC	II	644	084882558		
04-07-2022 21:15	mal08052003@gmail.com	Poditharupa malharjane	B.Sc	MPC	II	632	0281256678		
04-07-2022 21:24	shaknagubharseni00@gmail.com	SHAK NAGUL SHARIEF	B.Sc	MPC	II	641	8978188886		
04-07-2022 22:01	ramulakapalluram@gmail.com	TELAKAPALLI RAMU	B.A	CHP	II	1016	700318902		
04-07-2022 22:11	kumarankeerthi1@gmail.com	Kumaran Keerthi	B.A	CHP	II	1022	7794862978		
05-07-2022 06:38	ayashshah2000@gmail.com	Shah Ayasha	B.A	HEP	I	000	924076494		
05-07-2022 08:13	svanikumarshikof5@gmail.com	Chika Pavan Kumar	B.Sc	BZC	II	008	8441806186		
05-07-2022 11:09	gopirengangaraju@gmail.com	Gangaraju gopidasi	B.A	HEP	II	673	7997057081		
05-07-2022 14:04	shakshahini18717@gmail.com	Shahini Shah	B.Sc	BZC	II	726	6688378272		
06-07-2022 21:43	shamunthakou@gmail.com	Dakshu shamunth	B.Sc	BZC	II	701	7686626461		
06-07-2022 23:10	pryamaddi143@gmail.com	MADDI JYOTSNA LAKSHMI SAI PRIYA	B.Sc	MPC	II	623	9381988830		

HINDU COLLEGE :: GUNTUR
REGISTRATIONS - ADD - ON COURSE ON LANGUAGE AND COMMUNICATION SKILLS - JULY 2011

HINDU COLLEGE :: GUNTUR							
REGISTRATIONS - ADD - ON COURSE ON LANGUAGE AND COMMUNICATION SKILLS - JULY 2022							
Tenure Date	Email address	Full Name	Class	Group	Year ID	Contact Number	Signature
04-07-2022 19:30	saravathi123006@gmail.com	Sara Sarani	B.A.	OBAI Subject	I	843 81032732	[Signature]
05-07-2022 14:13	mehakshah1909@gmail.com	M Sai Chandra	B.A.	HEP	I	885862594	[Signature]
05-07-2022 14:27	vengalambika@gmail.com	Vengala Ambika	B.Sc.	GPC	I	908877224	[Signature]
05-07-2022 14:27	wakashanishy@gmail.com	Lijitha Lakshmi	B.Sc.	GPC	I	959666259	[Signature]
05-07-2022 14:30	wakashanishy@gmail.com	Nama Ananya	B.Sc.	GPC	I	838450398	[Signature]
06-07-2022 14:30	bharaguripadma@gmail.com	GUDIPUDI HANNA VARDHAN	B.Sc.	GPC	I	912193189	[Signature]
06-07-2022 14:39	yee@prateekshini@gmail.com	Preet Kumar Jankajendra	B.Sc.	GPC	I	838671322	[Signature]
06-07-2022 14:45	anjanyk15@gmail.com	Anjana Kavya Anjali	B.Sc.	GPC	I	831758343	[Signature]
06-07-2022 14:50	valluri.dhanalakshmi@gmail.com	Valluri Dhanalakshmi	B.A.	Subject	I	798857720	[Signature]
06-07-2022 15:11	nutanayashika200122@gmail.com	Nutan Pranita	B.Sc.	GPC	I	957321930	[Signature]
06-07-2022 15:28	saamragnis21@gmail.com	A Varsha Anand	B.A.	EUP	I	77997210	[Signature]
06-07-2022 15:30	shruthikrishna@gmail.com	SHAKTILU BALAMRA	B.Sc.	GPC	I	810036494	[Signature]
06-07-2022 15:42	sravanreddy15@gmail.com	Shak Srava	B.A.	PGComp	I	94481438 8330	[Signature]
06-07-2022 15:46	arnabareddyvinod324@gmail.com	Vinoda Arunapandi	B.A.	HEP	I	798611551	[Signature]
06-07-2022 17:17	kusumastantards18@gmail.com	Kusuma Sri Kumar	B.A.	Subject	I	948215792	[Signature]
06-07-2022 18:18	pulavarugukumar@gmail.com	Pulavaruga Kumar	B.A.	PGComp	I	789153330	[Signature]
06-07-2022 18:31	madalapremkumar3@gmail.com	Madala Prem Kum	B.A.	HEP	I	930038796	[Signature]
06-07-2022 21:01	rishabhrajputvijayanti@gmail.com	R.V Har pre	B.A.	Subject	I	738608040	[Signature]
06-07-2022 21:48	kavyasampawnd@gmail.com	Kavyasa Travel jagan	B.A.	HEP	I	734299031	[Signature]
06-07-2022 22:48	tetratams@gmail.com	Krupeshka	B.A.	PGComp	I	948883471	[Signature]
07-07-2022 19:47	swasthi88@gmail.com	Thiruvanthi	B.Sc.	GCS	I	8701235141	[Signature]
07-07-2022 22:47	vimalathrusaka56@gmail.com	Shah gamma henu	B.A.	HPH	I	7786457802	[Signature]
07-07-2022 16:18	wakurnepati477@gmail.com	Ravekar	B.A.	HEP	I	903041970	[Signature]
08-07-2022 12:03	joshi.ram.joshi@gmail.com	Joshi Ram Joshi	B.A.	HEP	I	830038833	[Signature]

HINDU COLLEGE :: GUNTUR

REGISTRATIONS - ADD - ON COURSE ON LANGUAGE AND COMMUNICATION SKILLS - JULY 2022

Timestamp	Email address	Full Name	Class	Group	Year	Rel. No.	Contact Number	Signature
12-07-2022 10:00	ketreddy45124513@gmail.com	KURUMAKKALA RUTH REDDY	B.Com.	General	I	13	9347808089	
12-07-2022 12:11	sushanthibondalapati@gmail.com	Sushanth	B.Com.	General	I	11	7794261112	
12-07-2022 12:16	hirakiran123@gmail.com	Hirakiran lakumaru	B.Com.	General	I	43	9493330647	
12-07-2022 12:23	soivecherna.krishna@gmail.com	S Soive cherna krishna	B.Com.	General	I	4	6301710953	
12-07-2022 12:34	sharmasathishanave@gmail.com	M.Sharmasath Sai Balaji	B.A.	HGP	I	589	9110510524	
12-07-2022 14:47	hamsu0085@gmail.com	S. Pruthvi Raj	B.A.	SHF	I	801	9362447987	
12-07-2022 20:22	salinurmal45@gmail.com	Thulasi Siva wiktala sai saritha kumar	B.Com.	General	I	143	9988547853	
13-07-2022 12:32	bulasurmal2014@gmail.com	Bulasurmal	B.A.	PECComp	I	747	9301872128	
13-07-2022 12:37	tanisuvaprathapannave@gmail.com	Tanisuvaprathap	B.A.	PECComp	I	748	9303530763	
13-07-2022 14:54	narasa17@gmail.com	Narsa sai kumar	B.A.	Other Subject	I	631	6305189367	
16-07-2022 11:56	basibhenya77@gmail.com	Shah. Farha	B.Com.	General	I	128	9704330960	

REGISTRATIONS - ADD - ON COURSE ON LANGUAGE AND COMMUNICATION SKILLS - JULY 2022

Timestamp	Email address	Full Name	Class	Group	Year	Roll no.	Contact Number	Signature
06-07-2022 20:41	tanuja.jajula342@gmail.com	TANUJA JAJULA	B.Com	General	II	17	8468922862	Tanuja
06-07-2022 20:43	prathipati.rajkumar1005@gmail.com	Prathipati Rajkumar	B.Com	General	II	38	6303462208	Prathipati
06-07-2022 21:11	poosipoojha002@gmail.com	P. Poosipoo	B.Sc	MPC	II	623	7997479075	Poosipoo
07-07-2022 13:47	vgp77ca1880@gmail.com	GOTTIPATI VENU GOPAL	B.Sc	MPC	II	611	7997439402	Venu Gopal
07-07-2022 17:17	malekianurudha03@gmail.com	Malek Anurudha	B.A.	Other Subject	II	625	7586700388	Malek
14-07-2022 13:26	akmalikarshad@gmail.com	Abdul Malik Anshari Shuk	B.Sc	MPC	II	647	6303362405	Akmal
14-07-2022 13:29	garnarapu.vijaykumar@gmail.com	Vijay Kumar Gannarapu	B.Sc	MPC	II	610	7990837210	Vijay
14-07-2022 13:34	sruthilalad2001@gmail.com	L. Sruthi	B.Sc	MPC	II	623	8332087207	Sruthi
14-07-2022 13:42	mkondapurevaish0@gmail.com	M kondapurevaish	B.Sc	MPC	II	629	8791399312	M Kondapure
14-07-2022 13:48	vamsithannurthy0@gmail.com	vamsi thannurthy	B.Sc	MPC	II	643	7842852168	Vamsi
14-07-2022 15:08	paparasaparasaparas35@gmail.com	narasimula paparas	B.Sc	MPC	II	631	9302732394	Narasimula
14-07-2022 15:07	manchala.bobby005@gmail.com	Manchala bobby	B.Sc	MPC	II	629	7662606308	Manchala
14-07-2022 15:08	salomanarevula@gmail.com	Arevula Saloman	B.Sc	MPC	II	634	888336011	Saloman
14-07-2022 15:41	venkatesupati1@gmail.com	Mindaa raghuva	B.Sc	MPC	II	627	6304220388	Venkat
14-07-2022 16:48	lakshman1802ssn@gmail.com	VAKA LAKSHMAN NANDAN	B.A.	MES	II	1068	9346086097	Lakshman
15-07-2022 08:05	denarikakota008@gmail.com	Kalkala Dhanam	B.Sc	MPC	II	617	9347772567	Dhanam
15-07-2022 08:47	raghuvarindala@gmail.com	Mindaa Raghuva	B.Sc	MPC	II	627	6304220388	Raghuva
15-07-2022 16:57	chandabhai38@gmail.com	Shak Mahabadi Baidya	B.A.	MES	II	1066	7337042298	Shak
16-07-2022 13:41	aruna.handur1237@gmail.com	NANDURI ARUNA	B.A.	MES	II	963	9618085519	Aruna
16-07-2022 13:41	mahendransafendra0085@gmail.com	Pagari mahendra babu	B.A.	MES	II	1060	8281444713	Mahendra
16-07-2022 14:00	mandayesudas123@gmail.com	Manda yesudas	B.A.	MES	II	1070	8074233008	Manda
16-07-2022 14:00	nagavasanuripati117@gmail.com	Nagavasu	B.A.	MES	II	1058	7079011910	Nagavasu
16-07-2022 14:16	tharathota512@gmail.com	THOTA BHARATH CHANDU KUMAR	B.A.	MES	II	1060	6304768216	Thota
16-07-2022 15:02	deepapellapeti@gmail.com	Pallapeti deep	B.A.	MES	II	1059	9535089031	Deepa
17-07-2022 07:32	pubukurimanoj43@gmail.com	Pubukuri Manoj Kumar	B.A.	MES	II	1063	9032635213	Manoj

ADD-ON COURSE SYLLABUS

Objective of the event:

- To impart requisite skills relevant for dynamic job market and to enable students to seize employment opportunities
- To provide latest technologies to the students from poor and marginalized sections of the society and to encourage them to compete with their urban counterparts
- To enable the students to climb the ladder of success by providing world class infrastructure and experienced faculty
- To help students realize their potential and aim high in life and to motivate students to be creative, independent and self - reliant
- To ensure empowerment of girl students by providing job skills
- To conduct Job Fairs & Campus Recruitment drives and to facilitate the placement of students trained in JKC in collaboration with Department of English.



HINDU COLLEGE, GUNTUR – 522 003

(Re-accredited by NAAC as Grade 'A' with CGPA 3.07)

Main Road, Opp. Sri Venkateswara Vignan Mandir, Guntur

**Department of English &
Jawahar Knowledge Center JKC**

Add - on Course on Language and Communication Skills

July – August 2022

Syllabus of Course

Communication Skills	
S. No.	Grammar
1	Self Introduction
2	Be', 'Do' and 'Have' Forms
3	Modal Auxiliaries – I
4	Modal Auxiliaries – II
5	Question Tags
6	Simple Present Tense
7	Present Progressive Tense
8	Present Perfect and Present Perfect Progressive Tense
9	Simple Past: Questions and Negative
10	Simple Past and Present Perfect Tense
11	Simple Past and Past Progressive Tenses
12	The Future Time
13	Concord
14	Conditional Clauses
15	Voice
16	Reported Speech
17	Articles
18	Adjectives
19	Comparison of Adjectives
20	Prepositions
21	Use of Conjunctions in Simple, Compound and Complex Sentences
	Speaking Skills
22	Vowel Sound
23	Consonant Sounds
24	Neutralization of Accent
25	Change of Speech Patterns

	Voice Based Efficiency
26	Making polite Requests
27	Asking for and giving permissions
28	Offering, Accepting and Denying Help
29	Asking for and Giving Directions
30	Extending Invitations
31	Expressing Sympathy
32	Agreeing and disagreeing
33	Making Complaints
	Reading Skills
34	Synonyms
35	Antonyms
36	Idiomatic Expressions
37	One Word Substitutes
38	Reading Skills-I (Skimming and Scanning)
39	Reading Skills-II
40	Reading Skills-III
41	Reading Skills-IV
42	Reading Comprehension
	Writing Skills
43	Paragraph Writing
44	Essay Writing
45	Note Making
46	Precis Writing
47	Resume Writing

HINDU COLLEGE :: GUNTUR
ADD - ON COURSE ON
LANGUAGE AND COMMUNICATION SKILLS
Department of English & JKC - July - August 2022
PROGRAM SCHEDULE
Time: 3.50 PM to 4.40 PM

S.No.	Date	Topic	Resource Person
1	13-07-2022	Simple Present Tense	Dr. A. Balasowri
2	14-07-2022	Present Progressive Tense	Dr. A. Balasowri
3	15-07-2022	Present Perfect and Present Perfect Progressive Tense	Dr. A. Balasowri
4	16-07-2022	Simple Past: Questions and Negative	Dr. A. Balasowri
5	18-07-2022	Vowel Sound	V. Beulah Rani
6	19-07-2022	Vowel Sound	V. Beulah Rani
7	20-07-2022	Consonant Sounds	V. Beulah Rani
8	21-07-2022	Neutralization of Accent	V. Beulah Rani
9	22-07-2022	Change of Speech Patters	V. Beulah Rani
10	23-07-2022	Change of Speech Patters	V. Beulah Rani
11	25-07-2022	Simple Past and Present Perfect Tense, The Future Time, Simple Past and Past Progressive Tenses	Dr. A. Balasowri
12	26-07-2022	Idiomatic Expressions	Ch. Aruna
13	27-07-2022	One Word Substitutes	Ch. Aruna
14	28-07-2022	Paragraph Writing	E. Sudersan
15	01-08-2022	Essay Writing	E. Sudersan
16	02-08-2022	Note Making	E. Sudersan
17	03-08-2022	Precis Writing	E. Sudersan
18	04-08-2022	Resume Writing	E. Sudersan
19	06-08-2022	Resume Writing	E. Sudersan

20	08-08-2022	Reading Skills-I (Skimming and Scanning)	Ch. Aruna
21	10-08-2022	Reading Skills-II	Ch. Aruna
22	11-08-2022	Reading Skills-III	Ch. Aruna
23	16-08-2022	Reading Comprehension	Ch. Aruna
24	17-08-2022	Simple Past and Past Progressive Tenses	Dr. A. Balasowri
25	18-08-2022	The Future Time	Dr. A. Balasowri
26	19-08-2022	Self Introduction	Dr. Ch. Naveen Kumar
27	20-08-2022	Be', 'Do' and 'Have' Forms	Dr. Ch. Naveen Kumar
28	23-08-2022	Modal Auxiliaries – I	Dr. Ch. Naveen Kumar
29	24-08-2022	Modal Auxiliaries – II	Dr. Ch. Naveen Kumar
30	25-08-2022	Question Tags	Dr. Ch. Naveen Kumar
31	26-08-2022	Speaking Skills Practice	V. Beulah Rani
32	27-08-2022	Reading Skills Practice	Ch. Aruna
33	29-08-2022	Writing Skills Practice	E. Sudersan
34	30-08-2022	Grammar Practice	Dr. A. Balasowri

Assessment procedure

This year we conducted an Add on course on Language and Communication skills. About 80 students participated in this course. The aim of this course is to inculcate knowledge on Language and Communication skills. In the end of course a test was conducted to evaluate the student's knowledge. All the qualified students were provided with a course certificate.

Question paper

I. Answer all the following questions 4X5=20M

1. What is the importance of language and communication skills?
2. What is the main role of language in communication?
3. Why is language important in our life?
4. What is the concept of language?

Scheme of valuation

1. What is the importance of language and communication skills?

Language is absolutely central to your learning: without it, you cannot make sense or communicate your understanding of a subject. You will need to develop your language skills, and specifically, your academic English, in order to: understand and make the most effective use of your study materials.

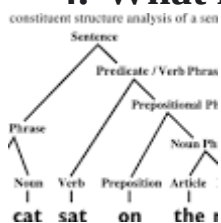
2. What is the main role of language in communication?

The main function of language is the use of language. It gives us the ability to communicate thoughts, ideas, and feelings with others as quickly as possible. But, within that, we can understand language more by looking at its basic functions.

3. Why is language important in our life?

Speaking, writing and reading are integral to everyday life, where language is the primary tool for expression and communication. Studying how people use language – what words and phrases they unconsciously choose and combine – can help us better understand ourselves and why we behave the way we do.

4. What is the concept of language?



Language is a structured system of communication that consists of grammar and vocabulary. It is the primary means by which humans convey meaning, both in spoken and written forms, and may also be conveyed through sign languages.

Name of the Institution
HINDU COLLEGE
GUNTUR

Student's Attendance Register

CLASS: _____

Sl. No.	Name of the Student	Roll No.	Date												Total	Remarks
			1	2	3	4	5	6	7	8	9	10	11	12		
1	Tannavurena Prathap	749	/	/	/	/	/	/	/	/	/	/	/	/		
2	Nasara Sai Kumar	631	/	/	/	/	/	/	/	/	/	/	/	/		
3	Shaik. Rejiya	126	/	/	/	/	/	/	/	/	/	/	/	/		
4	Devesh Manikanth Bhatla	316	/	/	/	/	/	/	/	/	/	/	/	/		
5	Ganugula Sai lela Maruthi	622	/	/	/	/	/	/	/	/	/	/	/	/		
6	Bonam Sivaramakali Reddy	246	/	/	/	/	/	/	/	/	/	/	/	/		
7	Bourathu Praveen Kumar	248	/	/	/	/	/	/	/	/	/	/	/	/		
8	Ruchitha	540	/	/	/	/	/	/	/	/	/	/	/	/		
9	Mandala Vaswanth Reddy	616	/	/	/	/	/	/	/	/	/	/	/	/		
10	Syed Imran	647	/	/	/	/	/	/	/	/	/	/	/	/		
11	Syed Sameer	727	/	/	/	/	/	/	/	/	/	/	/	/		
12	Togali Veenababu	644	/	/	/	/	/	/	/	/	/	/	/	/		
13	Padathabapu Mallikarjuna	632	/	/	/	/	/	/	/	/	/	/	/	/		
14	Shaik Nagul Shazee	641	/	/	/	/	/	/	/	/	/	/	/	/		
15	Telakapati Ramu	1002	/	/	/	/	/	/	/	/	/	/	/	/		
16	Kamini Kerali	989	/	/	/	/	/	/	/	/	/	/	/	/		
17	Shaik Ayesha	649	/	/	/	/	/	/	/	/	/	/	/	/		
18	Chitka Pavan Kumar	973	/	/	/	/	/	/	/	/	/	/	/	/		
19	Ganagaraju Gnadesi	726	/	/	/	/	/	/	/	/	/	/	/	/		
20	Shathina Shaik	701	/	/	/	/	/	/	/	/	/	/	/	/		
21	Dakaju Shanmukhi	623	/	/	/	/	/	/	/	/	/	/	/	/		
22	Maddi Jayasna Lakshmi Sai	17	/	/	/	/	/	/	/	/	/	/	/	/		
23	Tanuja Jajula	38	/	/	/	/	/	/	/	/	/	/	/	/		
24	Prathipati Raj Kumar	633	/	/	/	/	/	/	/	/	/	/	/	/		
25	P. Pranjitha	611	/	/	/	/	/	/	/	/	/	/	/	/		
26	Gollipati Venu Gopal	625	/	/	/	/	/	/	/	/	/	/	/	/		
27	Mallala Anwaradha	647	/	/	/	/	/	/	/	/	/	/	/	/		
28	Abdul Malik Ashad Shaik	610	/	/	/	/	/	/	/	/	/	/	/	/		
29	Vijay Kumar Gannarapu	622	/	/	/	/	/	/	/	/	/	/	/	/		
30	L. Sathithi	629	/	/	/	/	/	/	/	/	/	/	/	/		
31	M kondra Guravalaiah	643	/	/	/	/	/	/	/	/	/	/	/	/		
32	Vamsi Thammisetty															

Present (Morning) Boys: _____

Present (Morning) Girls: _____

Present (Evening) Boys: _____

Present (Evening) Girls: _____

Class Lecturer: _____

Principal: _____

Name of the Institution		Student's Attendance Register	
HINDU COLLEGE GUNTUR		CLASS: _____	
Roll No.	Sl. No.	Name of the Student	Roll No.
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	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100
101	102	103	104
105	106	107	108
109	110	111	112
113	114	115	116
117	118	119	120
121	122	123	124
125	126	127	128
129	130	131	132
133	134	135	136
137	138	139	140
141	142	143	144
145	146	147	148
149	150	151	152
153	154	155	156
157	158	159	160
161	162	163	164
165	166	167	168
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ADD-ON COURSE CERTIFICATE

