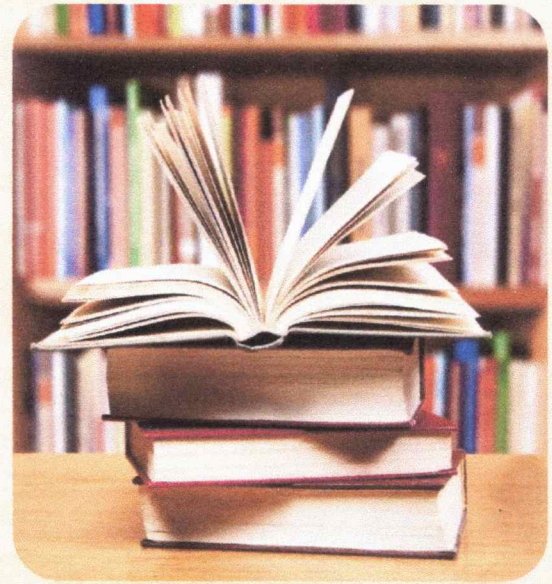
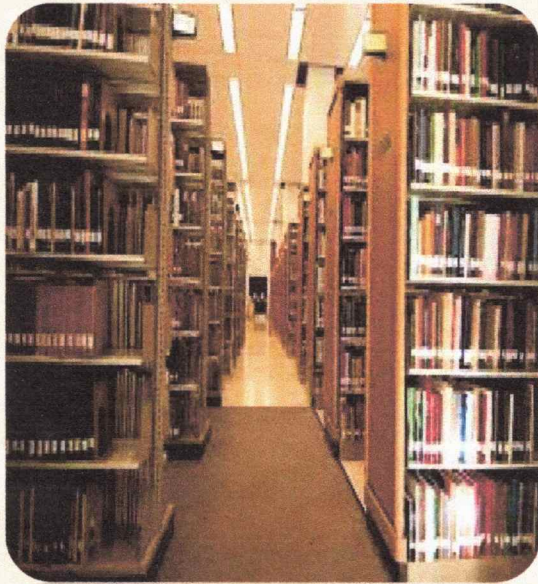




**SRI JAGADGURU MURUGHARAJENDRA
COLLEGE OF ARTS, SCIENCE & COMMERCE
CHANDRAVALLI, CHITRADURGA-577502**



Affiliated to Davangere University, Davangere
Accredited with 'A' Grade Third cycle



CERTIFICATE COURSE ON

Soft skills: Communicative Skills

From 02-11-2022 to 30-12-2022

2022-23

DEPARTMENT OF ENGLISH

In Association with

IQAC

COURSE STRUCTURE AND DETAILED SYLLABUS OF



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

**DEPARTMENT OF ENGLISH
ORGANISED**

**CERTIFICATE COURSE ON
SOFT SKILLS: COMMUNICATIVE SKILL
2022-23**

ಶಿವರಿದು ಮದ್ಯಾಲಯದ ಕಲಾ ಸಭೆ - ೨೦೨೨



ABOUT SOFT SKILLS

Effectively communicate through verbal/oral communication.
Actively participate in group discussion.
Function effectively in multi-disciplinary.

ABOUT US

0894-222506



sjmasceta@rediffmail.com



Chandravalli,
Chitradurga





S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com



Date :



NOTICE

It is hereby informed to all the BA/BSC/BCOM students that, the College starts the offline Certificate course on “Soft Skills: Communicative Skill” from this academic year 2022-23.

The Course starts from 02-11-2022 BA/BSC/BCOM students can join these course. Those who are interested to join this Certificate course can contact to the course co-ordinate Mr. Harish H. M. Lecturer, SJM College of Arts, Science & Commerce.

(Dr. K.C. Ramesh)

PRINCIPAL

Sri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmascta@rediffmail.com



OFFICE ORDER

Mr. Mallikarjuna V. Lecturer, Department of English has been appointed as **Co-ordinator** for the Certificate courses for the academic year 2022-23.

PRINCIPAL
Sri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com



Date :

To,
Prof. Madakari Nayaka H.R
Assistant Professor,
Dept. Of English Studies,
Davangere University,
Davanagere

Respected Sir,

**Sub: Regarding providing service as a Chairman for
BOE for Certificate Course on Soft Skills:
Communicative Skill.**

Department of English has planned to conduct a Certificate Course on
“Soft Skills: Communicative Skill” for the academic year 2022-23.

Hence, I am requesting you to provide your honorable Service as a
Chairman of BOE for this Certificate Course.

Thanking you,

(Dr. K.C. Ramesh)

PRINCIPAL
Sri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com



Date :

To,
Mr. Mallikarjuna V.
Lecturer,
Dept. of English,
SJM College of Arts, Science & Commerce,
Chandravalli, Chitradurga

Respected Sir,

**Sub: Regarding providing service as a Member for
Certificate Course on Soft Skills:Communicative
Skill.**

Department of Library has planned to conduct a Certificate Course on "Soft Skills: Communicative Skill" for the Academic Year 2022-23 to BA/BSC/BCOM students.

Hence, I am requesting you to provide honorable Service as a Member of BOE for this Certificate Course.

Thanking you,


(Dr. K.C. Ramesh)
PRINCIPAL
Sri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com



Date :

To
Mr. Harish K.M
Lecturer
Dept. of English
S J M College of Arts, Science & Commerce,
Chandravalli, Chitradurag.

Respected Sir, ,

**Sub: Regarding to provide the service as a member of
the BOE.**

In our College the Department of English has planned to conduct a Certificate course on "**Communicative Skills**" in this academic year 2022-23 for BA/B.Sc./B.Com Students.

Hence, I am requesting you to provide your honorable service as a **Member of BOE** for this Certificate Course.

Thanking Sir,


Principal

PRINCIPAL
Sri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com



Date :

To,

Miss. Madhuri H. M

Lecturer,

Dept. of English,

SJM College of Arts, Science & Commerce,

Chandravalli, Chitradurga

Respected Sir,

**Sub: Regarding providing service as a Member for
BOE for Certificate Course on Soft Skills:
Communicative Skill.**

Department of Library has planned to conduct a Certificate Course on "Soft Skills: Communicative Skill" for the academic year 2022-23 for BA/BSC/BCOM students.

Hence, I hereby requesting you to provide honorable service as a Member of BOE for this Certificate Course

Thanking you sir,

(Dr. K.C. Ramesh)

PRINCIPAL

Sri Jagadguru Murugharajendra College
of Arts, Science & Commerce
CHITRADURGA



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

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Date :

**BOE Meeting Proceedings of
Certificate course on
Soft Skills: Communicative Skill**

The BOE meeting of Certificate course on "Soft Skills: Communicative Skill" was held under the chairmanship of the BOE. After a thorough discussion the following resolutions have been passed regarding conducting the Certificate course.

Sl no	Proposal	Resolution
01	To form rules and regulations to conduct this course	It has been decided to entrust the responsibility of framing rules and regulations for this course to Principal and Director and coordinator of this course
02	To frame the syllabus to this course	Thorough discussions were held for finalizing the syllabus for this course.
03	Nature of examination	<ul style="list-style-type: none">• It has been decided to conduct examination for hundred marks (100 Marks)• It includes 60 marks for Theory and 40 marks for Practical examination

Name & Signature of the BOE Chairman

Name & Signature of the BOE Members



S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

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Date :

CIRCULAR

With the consent of the following, we have framed BOE Chairman and Members for the Certificate Course on Soft Skills: Communicative Skill to be conducted from the Department of Library for academic year 2022-23.

Sl no	Name	Designation	Signature
01	Prof. Madakari Nayaka H.R Assistant Professor, Dept. Of English Studies, Davangere University, Davanagere	Chairman	
02	Mr. Mallikarjuna V. Lecturer, Dept. of English, SJM College of Arts, Science & Commerce, Chandravalli, Chitradurga	Director	
03	Mr. Harish K. M Lecturer, Dept. of English, SJM College of Arts, Science & Commerce, Chandravalli, Chitradurga	Member	
04	Miss. Madhuri H. M Lecturer, Dept. of English, SJM College of Arts, Science & Commerce, Chandravalli, Chitradurga	Member	

**CERTIFICATE COURSES ON
Soft Skills: Communicative Skill.**



DETAILED THEORY SYLLABUS

THEORY		20 HRS
Unit – I Basic phonetics	(a) Consonants and Vowel Sounds. (b) Phoneme & syllable (Introduction to stress, accent & intonation) 1. Definition and Scope 2. Speech Mechanism : An introduction 3. Description of Human vocal organs: Active & Passive Articulators. 4. Phonemes and syllables (Introduction, to stress, accent & intonation) 5. Consonants of English- Definition and soft plate position.	6 HRS
UNIT – II GRAMMER	1. Parts of Speech 2. Subject Verb Agreement 3. TENSE	6 HRS
UNIT – III GRAMMER	1. Voices 2. Antonyms 3. Synonyms 4. Prefix and Suffix	4 HRS
UNIT – IV	1. Narration 2. Writing on a given Topic	4 HRS

Name & Signature of the BOE Chairman

Name & Signature of the BOE Members

**CERTIFICATE COURSES ON
Soft Skills: Communicative Skill.**



PRACTICAL SYLLABUS

PRACTICAL		12 Hrs.
1.	Writing Skills	4
2.	Group Discussion	4
3.	Public Speaking	4

Name & Signature of the BOE Chairman

Name & Signature of the BOE Members

S J M VIDYAPEETHA ®, Chitradurga
S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
DEPARTMENT OF ENGLISH



Students List for
Certificate Course on Soft Skills: Communicative Skill – 2022-23

Sl. No.	Student Names	Course	Signature
1	HARISHA BS	B.A	Harisha B.S
2	GANGOTHIR M P	B.A	Gangothir M.P
3	TARUAN Y	B.A	Taruan Y
4	SANIYA SIDDIQA	B.A	Saniya Siddika
5	LAMBANI KIRAN KUMAR	B.A	Lambani Kiran
6	AKSH N M	B.A	Aksh N M
7	NAVEENA M	B.A	Naveena M
8	KIRAN S	B.A	Kiran S
9	MADAN N	B.A	Madan N
10	SURESH K	B.A	Suresh K
11	MANOJ T	B.A	Manoj T
12	SRINIVASA	B.A	Srinivasa
13	PAVANKUMAR G	B.A	Pavankumar G
14	CHETHAN G R	B.A	Chethan G R
15	YUVRAJ S	B.A	Yuvraj S
16	RENUKA N	B.A	Renuka N
17	MANJUNATHA M	B.A	Manjunatha M
18	RUPA S V	B.A	Rupa S V
19	ANITHA B	B.A	Anitha B
20	MEHAK A	B.A	Mehak A
21	YASMEEN	B.A	Yasmeen
22	KAMPLESHA T	B.A	Kamplesha T
23	KEERTHANA R	B.A	Keerthana R
24	R SWAMY	B.A	R Swamy
25	PAVITHRA G	B.A	Pavithra G
26	PRUTHIVIRAJ R	B.A	Pruthiviraj R
27	BHARATHI T	B.A	Bharathi T
28	SANDEEP V	B.A	Sandeep V
29	ABISHEK M	B.A	Abhishek M
30	AISHWARYA M T	B.A	Aishwarya M T
31	DARSHA B G	B.A	Darsha B G
32	KARTHIK V	B.A	Karthik V
33	PRIYANKA K	B.A	Priyanka K
34	INDRESH S P	B.A	Indresh S P
35	KARIBASA N M	B.A	Karibasa N M
36	ABHISHEK B C	B.A	Abhishek B C

S.J.M. COLLEGE OF ARTS, SCIENCE & COMMERCE, CHANDRAVALLI, CHITRADURGA



YEAR:

Class Attendance

Register (Subject-Wise)

Subject:

Monthly Abstract of Attendance

1	HARISHA B S	H H																							
2	GANGOTHRI M P	G G																							
3	TARUN Y	T T																							
4	SANIYA SIDDIQA	S S																							
5	LAMBANI KIRANKUMAR	L L																							
6	AKASH N M	A A																							
7	NAVEENA M	N N																							
8	KIRANA S HP	K K																							
9	MADAN N	M M																							
10	SURESH K	S S																							
11	MANOJ T	M M																							
12	SHREENIVASA S	S S																							
13	PAVAN KUMAR G	P P																							
14	CHETHAN G R	C C																							
15	YUVRAJ S	Y Y																							
16	RENUKA N	R R																							
17	MANJUNATH M	M M																							
18	ROOPA S V	R R																							
19	ANITHA B	A A																							
20	MEHAK A	M M																							
	Intial of LECTURER/TEACHER																								

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Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka

DEPARTMENT OF ENGLISH

**CERTIFICATE COURSE
ON**

Soft Skills: Communicative Skill.



**Final Examination 2022-23
QUESTION PAPER - THEORY**

Time : 3 Hrs.

Max. Marks – 60

Answer the following questions – Each 10 Marks.

1. What is phonetics. discuss different types of sounds.
 2. What is speech mechanism. discuss different organs of speech.
 3. Explain about the place of articulation and place of manners.
 4. Discuss about different types of parts of speech.
 5. Write a letter of apology to the principal for your misbehavior.
 6. Write a paragraph about your daily routine.
-

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Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka



DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON SOFT SKILLS: COMMUNICATIVE SKILLS

PRACTICAL/RECORD WORK SHEET

Date:

Batch-1

Time:

Sl. No	Reg. No	Theory (Max:60)
1	ENGCC001	46
2	ENGCC002	38
3	ENGCC003	47
4	ENGCC004	40
5	ENGCC005	39
6	ENGCC006	48
7	ENGCC007	50
8	ENGCC008	36
9	ENGCC009	44
10	ENGCC010	41
11	ENGCC011	52
12	ENGCC012	55
13	ENGCC013	44
14	ENGCC014	38
15	ENGCC015	29
16	ENGCC016	26
17	ENGCC017	37
18	ENGCC018	31

Examiner 01

Examiner 02

Name

:

Mr Harish K.M

Miss Madhuri HM

College/Designation

:

Member

Member

Signature

:

Harish K.M

Madhuri HM

Date & Time

:

30/12/22

S J M VIDYAPEETHA ®, Chitradurga
S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE
Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka



DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON
Soft Skills: Communicative Skill 2022-23

PRACTICAL EXAM ATTENDANCE SHEET

Date:

Batch-1

Time:

Sl. No	Name of the Students	Reg. No	Signature
1	HARISHA BS	ENGCC001	Harisha
2	GANGOTHIR M P	ENGCC002	Gangothir
3	TARUAN Y	ENGCC003	Taruan
4	SANIYA SIDDIQA	ENGCC004	Saniya
5	LAMBANI KIRAN KUMAR	ENGCC005	Lambani
6	AKSH N M	ENGCC006	Aksha
7	NAVEENA M	ENGCC007	Naveen
8	KIRAN S	ENGCC008	Kiran
9	MADAN N	ENGCC009	Madan
10	SURESII K	ENGCC010	Suresh
11	MANOJ T	ENGCC011	Manoj
12	SRINIVASA	ENGCC012	Srinivas
13	PAVANKUMAR G	ENGCC013	Pavankumar
14	CHEZHAN G R	ENGCC014	Chethan
15	YUVRAJ S	ENGCC015	Yuvraj
16	RENUKA N	ENGCC016	Renuka
17	MANJUNATHA M	ENGCC017	Manjunath
18	RUPA S V	ENGCC018	Rupa

Signature of the Examiner 1

Date: 30/12/22 Name of the Examiner 1 in Block Letters

Mr. Harish K M

Signature of the Examiner 2

Date: 31/12/22 Name of the Examiner 2 in Block Letters

Miss Madhavi H M

S J M VIDYAPEETHA ®, Chitradurga
S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka



DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON SOFT SKILLS: COMMUNICATIVE SKILL 2022-23

PRACTICAL/RECORD WORK SHEET

Date:

Batch-2

Time:

Sl. No	Reg. No	Theory (Max:60)
19	ENGCC019	54
20	ENGCC020	52
21	ENGCC021	53
22	ENGCC022	56
23	ENGCC023	51
24	ENGCC024	50
25	ENGCC025	52
26	ENGCC026	53
27	ENGCC027	51
28	ENGCC028	52
29	ENGCC029	53
30	ENGCC030	54
31	ENGCC031	53
32	ENGCC032	51
33	ENGCC033	52
34	ENGCC034	55
35	ENGCC035	50
36	ENGCC036	53

Examiner 01

Examiner 02

Name : Hr. Harish K.M

Mrs Madhuri HM

College/Designation : Member

Member

Signature : G. Harish K.M

Madhuri HM

Date & Time : 30/12/22

S J M VIDYAPEETHA ®, Chitradurga
S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE
Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka



DEPARTMENT OF ENGLISH

CERTIFICATE COURSE ON
Soft Skills: Communicative Skill 2022-23

PRACTICAL EXAM ATTENDANCE SHEET

Date:

Batch-2

Time:

Sl. No	Name of the Students	Reg. No	Signature
19	ANITHA B	ENGCC019	ANITHA.B
20	MEHAK A	ENGCC020	Mahesh A
21	YASMEEN	ENGCC021	Yashmeen
22	KAMPLESHA T	ENGCC022	Kamplesha.T
23	KEERTHANA R	ENGCC023	Keerthana R
24	R SWAMY	ENGCC024	R. Swamy
25	PAVITHRA G	ENGCC025	Pavithra G
26	PRUTHIVIRAJ R	ENGCC026	Pruthviraj
27	BHARATHI T	ENGCC027	Bharathi T
28	SANDEEP V	ENGCC028	Sandeep V
29	ABISHEK M	ENGCC029	Abhishek M
30	AISHWARYA M T	ENGCC030	Aishwarya M.T
31	DARSHA B G	ENGCC031	Darsha B.G
32	KARTHIK V	ENGCC032	Karthik V
33	PRIYANKA K	ENGCC033	Priyanka K
34	INDRESH S P	ENGCC034	Indresh S.P
35	KARIBASA N M	ENGCC035	Karibasa, N.M
36	ABHISHEK B C	ENGCC036	Abhishek

Glansh K.M
Signature of the Examiner 1

Date: *30/12/22* Name of the Examiner 1 in Block Letters

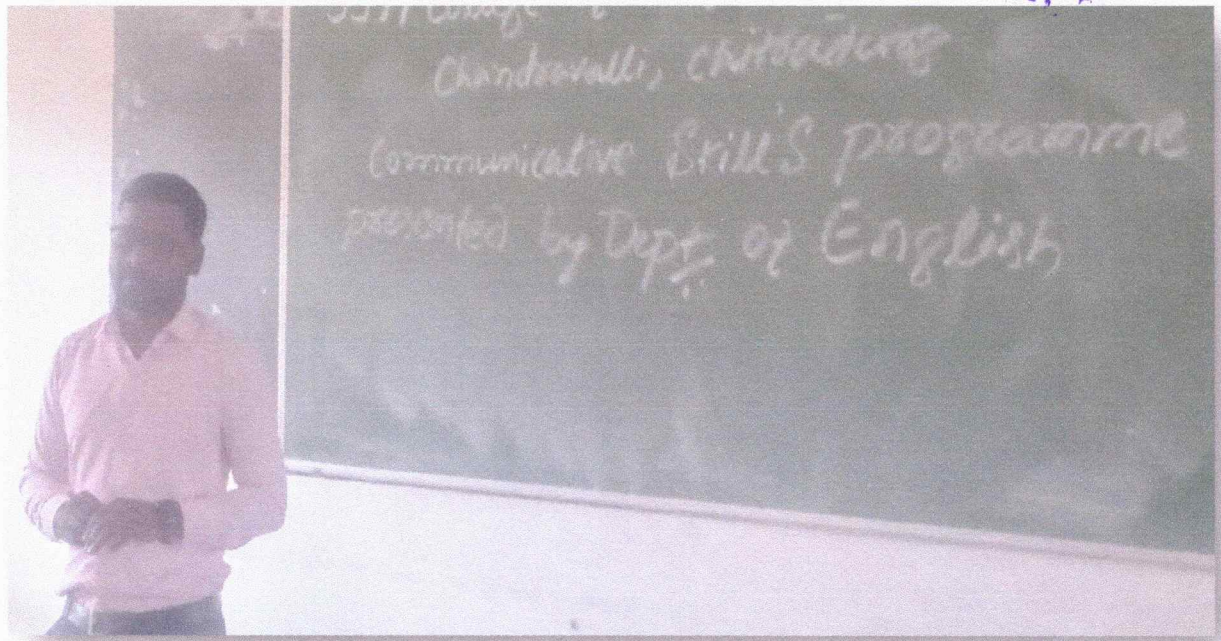
MR. Harish K.M

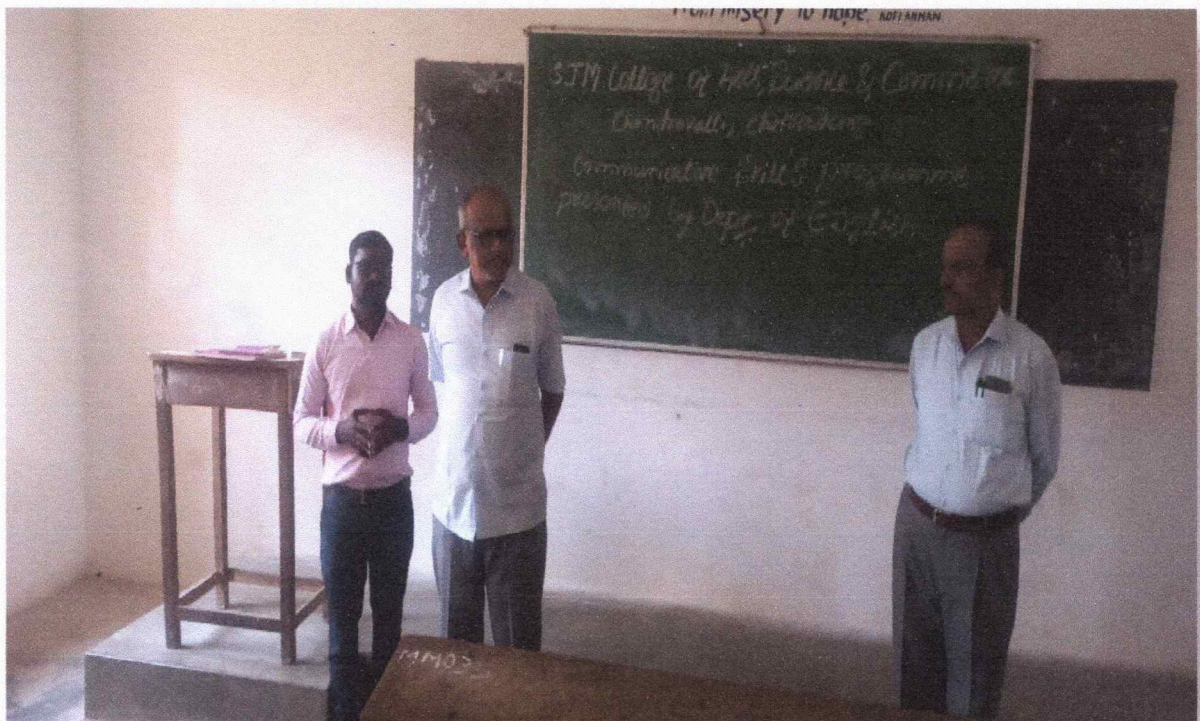
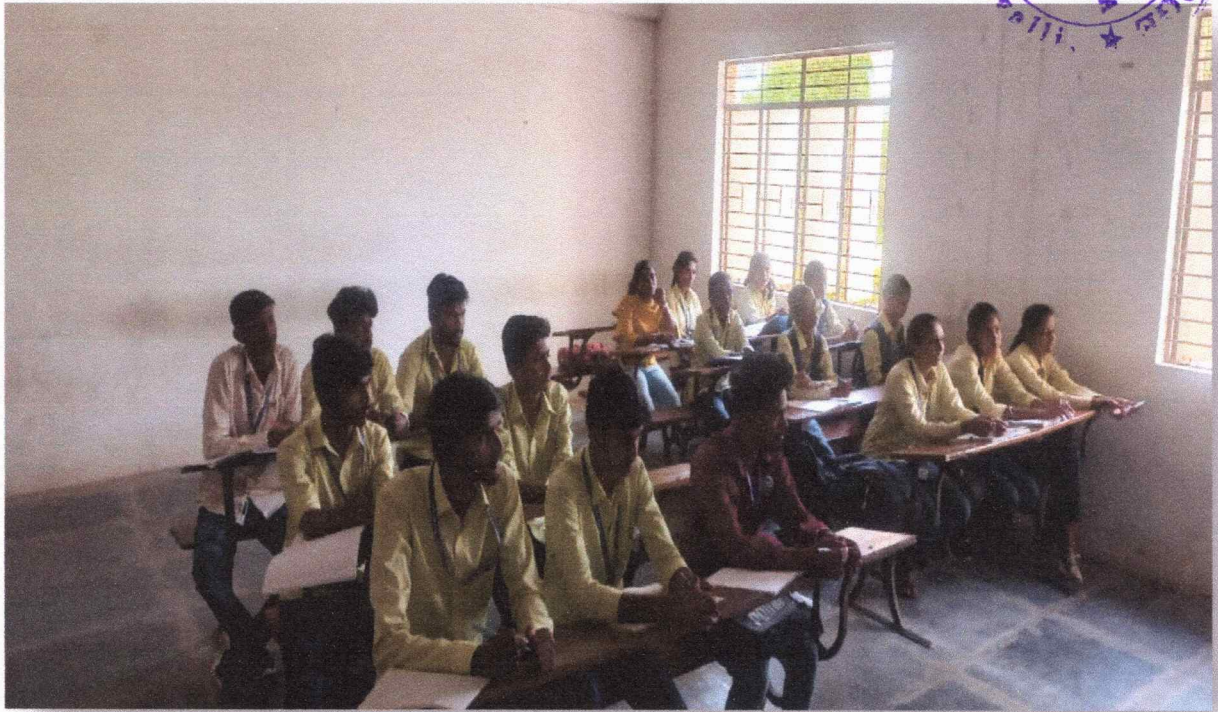
Madhavi

Signature of the Examiner 2

Date: *30/12/22* Name of the Examiner 2 in Block Letters

Miss Madhavi H.M







S J M VIDYAPEETHA ®, Chitradurga

S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE

Chandravalli, CHITRADURGA-577501. Post Box No.88, Karnataka
NAAC Reaccredited With 'A' Grade CGPA-3.05 email: sjmasccta@rediffmail.com



Course Objectives and Course Outcomes

Course Name: Soft Skill: Communicative Skill

Course Code: ENGCC01

Course Objectives:

- To encourage the all round development of students by focusing on soft skills.
- To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice.
- To develop and nurture the soft skills of the students through individual and group activities.
- To expose students to right attitudinal and behavioral aspects and to build the same through activities.

Course Outcomes:

On completion of the course, student will be able to-

- Effectively communicate through verbal/oral communication and improve the listening skills
- Write precise briefs or reports and technical documents .
- Actively participate in group discussion / meetings / interviews and prepare & deliver presentations .
- Become more effective individual through goal/target setting, self motivation and practicing creative thinking.
- Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of team work, Inter-personal relationships, conflict management and leadership quality.

REPORT



Certificate course on Communicative Skills commence from 02-11-2022 to 30-12-2022. After the completion of the course practical exam was conducted on 03-01-2023 & theory exam conducted on 09-01-2023.

Certificate course on Communicative Skills is very important to the students of undergraduate because it exposed them to the good communication and it enhance the communication skill. During this course student will understand the essential of speech and speech mechanism, it enrich the good vocabulary in students.

This certificate course on Communicative Skills improves the student about the knowledge of vocabulary, enhance the reading & writing skill also develop the good communication skills.

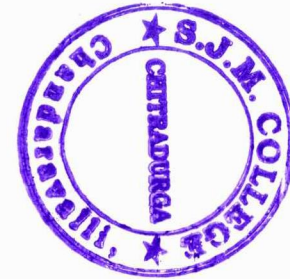
SJM Vidyapeetha (R)

SJM COLLEGE OF ARTS, SCIENCE AND COMMERCE
CHANDRAVALLI, CHITRADURGA

NAAC ACCREDITED 'A' GRADE [CGPA 3.05]



CERTIFICATE



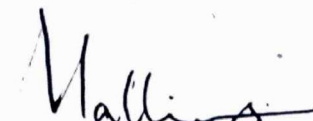
This is to Certify that

Mr./Miss **KEERTHANA.R** has

Participated in the Soft Skills course organised by
Department of English SJM College of Arts, Science and Commerce,
Chitradurga, from 02.11.2022 to 30.12.2022


Principal


IQAC Coordinator


Head of the Dept.