

**ANWARUL-ULOOM COLLEGE**

# DEPARTMENT OF ENGLISH

**OFFERS FOLLOWING COURSES**



**Diploma Course in  
Communicative English.  
and  
Interpersonal Skills**  
Duration :- 1 Year  
Fee:-Rs 1000



**Certificate Course in  
Communicative English  
and  
Soft Skills**  
Duration :-3 Months  
Fee:-Rs 500



**Certificate Course in  
Content Writing**  
Duration :- 3 Months  
Fee:-Rs 500



**Certificate Course in  
Creative Writing**  
Duration :- 3 Months  
Fee-Rs 500

**COORDINATOR**

Internal Quality Assurance Cell  
Anwarul Uloom College (Autonomous)  
New Malakpet, Hyderabad.

**To Enroll Contact  
Following Faculty  
Members:-**

**Boys:-**

**Mrs.Nilufer Afreen-**  
9441421762

**Mrs.Neha Mohammadi-**  
+917013822341

**Girls :-**

**Mrs.Summaiya Siddiqua-**  
+917702158748

**Mrs.Ameena Shireen-**  
+919346871665

*Signature*

**Dr Abdul Saleem**  
**Head of the Department**  
**Contact No-+919963035521**

*Signature*

**PRINCIPAL**  
Anwarul Uloom College (Autonomous)  
New Malakpet, Hyderabad-01.

**"THE BEAUTIFUL THING ABOUT LEARNING  
IS THAT NO ONE CAN TAKE IT AWAY FROM  
YOU."**



## **Anwarul Uloom College (Autonomous)**

(Affiliated to Osmania University)

**Accredited with 'A+' Grade by NAAC**

New Malleshpally, Hyderabad- 500001, T.S., India.




**Date: 02-07-2024**

### **Circular**

#### **DEPARTMENT OF ENGLISH**

It is to inform students of all streams that the **Department of English** is starting **Diploma Course in Communicative English and Interpersonal Skills** for the academic year **2024-25**

The duration of course will be of **one year**. Students who are pursuing Under- Graduation or Post – Graduation are eligible to the course.

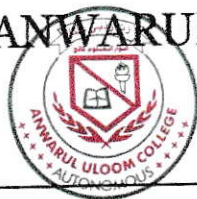
This course will empower students in essential Communicative skills and Interpersonal Skills. 



**Principal**

**PRINCIPAL**  
Anwarul Uloom College (Autonomous)  
New Malleshpally, Hyderabad-01  
ACQ/2024/0001  
New Malleshpally, Hyderabad-01





## **PROGRAMME REPORT**

**Name of the Programme:** Diploma Course in Communicative English and Interpersonal Skills.

**Date:** September 2024 to September 2025

**Faculty Name:** Mrs. Nilufer Afreen

### **Introduction:**

The underlying purpose of the Diploma Course in Communicative English and Interpersonal Skills is to empower students with confidence in terms of essential Communicative Skills and basic Interpersonal Skills. The improved English Language Skills will enhance student's employment ability.

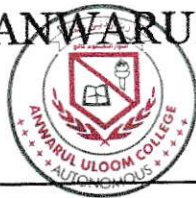
### **Syllabus:**

#### **1. UNIT-I: Communicative Skills**

- Listening
- Verbal Communication
- Non-Verbal Communication

#### **2. UNIT-II: Interpersonal Skills**

- Intrapersonal Skills
- Self Confidence
- Persistence
- Self Discipline



### **3. UNIT-III: Business English**

- Vocabulary
- Note Making
- E-Mail Format

### **4. UNIT-IV: Presentation Skills**

- Types of Presentation
- Power Point Presentation
- Paper Presentation

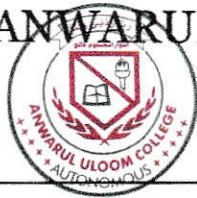
### **5. UNIT-V: Personality Development**

- Confidence
- Steps to Build a Positive Personality
- Qualities that make a Person Successful
- Know the Right Values
- Body Language
- Goal Setting
- Personal Evaluation survey/ Personality Types

### **6. UNIT-VI: Time Management**

- Principles of Time Management
- Six Golden Rules of Time Management
- Factors causes of Poor Time Management
- Tools and Techniques
- Time Management





**7.UNIT-VII: Phonetics:**

- 44 Sounds in English & Accent Neutralization- Introduction: Sounds
- Accent Neutralization
- Topics to check the Accent

**8.UNIT-VIII: Decision Making Skills**

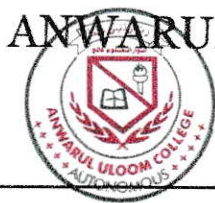
- Objectives of Decision Making
- Steps on Decision Making

**9.UNIT-IX: Problem Solving**

- Identifying Problems
- Brainstorming
- Analyse Answers
- Best Solutions

**10.UNIT-X: Interview Skills**

- Personal Interview
- Focus on Interviews, Different Types of Interviews
- Dress Code/ Grooming and Body Language at the Interview
- Discussion on questions
- Visa Questions



# ANWARUL ULOOM COLLEGE (AUTONOMOUS)

(Accredited by NAAC with 'A' Grade & An ISO 9001:2015 Certified Institution)

(Affiliated to Osmania University, Hyderabad)

---

## **11.UNIT-XI: Group Discussions**

- Introduction
- Process of Group Discussions
- Types of Participants
- How to Prepare for a GD?
- What is a Group Discussion?
- Process of Group Discussions
- Do's and Don'ts of GD
- GD Evaluation Guidelines

## **12.UNIT-XII: Team Work**

- Introduction
- Qualities of a Good Team work
- Processes of dynamic Teamwork
- Benefits of Team work

### **Objectives:**

Students will develop their Communication skills in addition to Interpersonal skills with a special emphasis placed on listening and oral production. The course will enable students to develop fluency and command over speaking and writing while interacting with people at all levels.

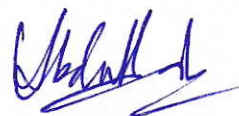


**Outcomes:**

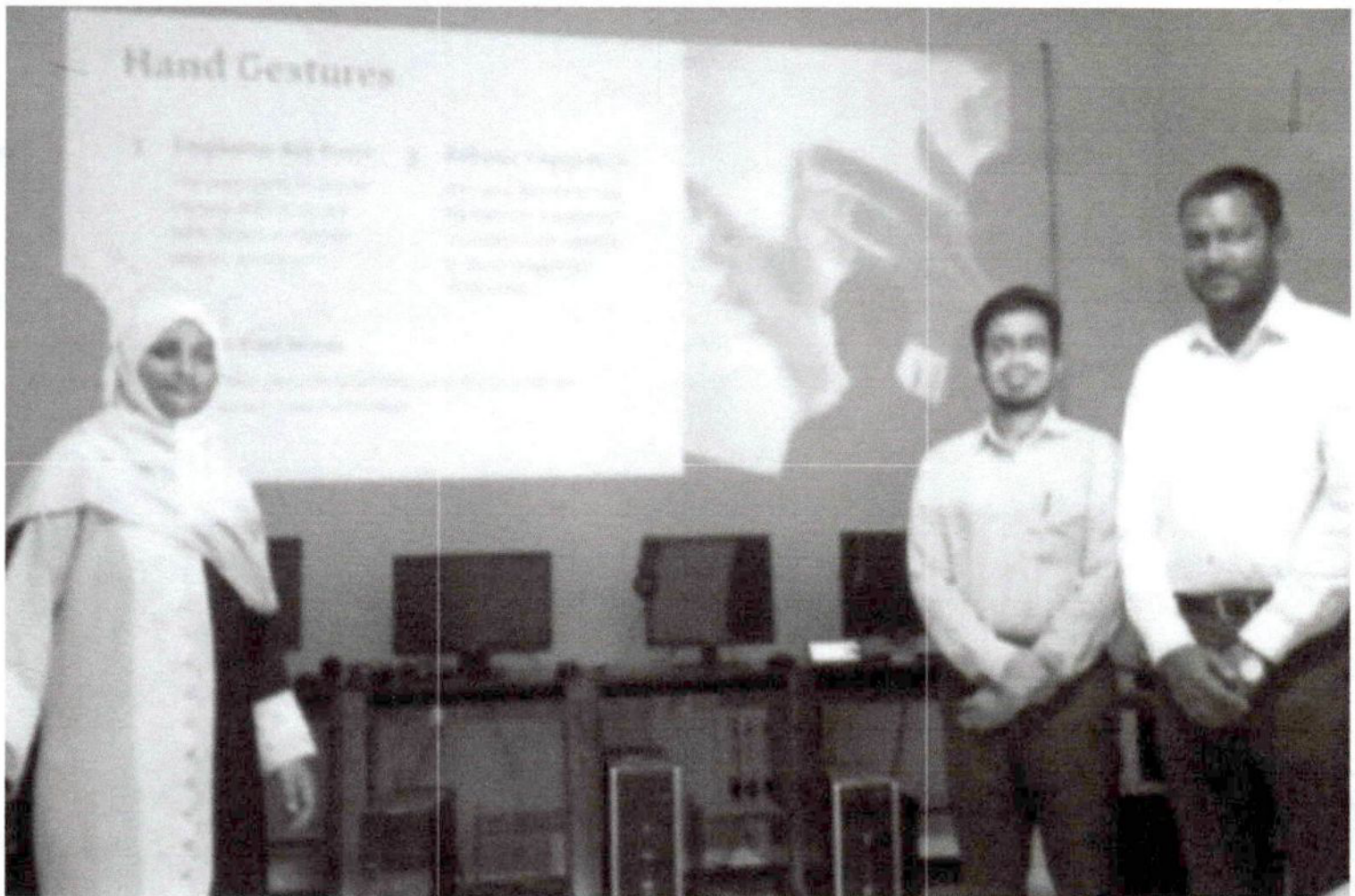
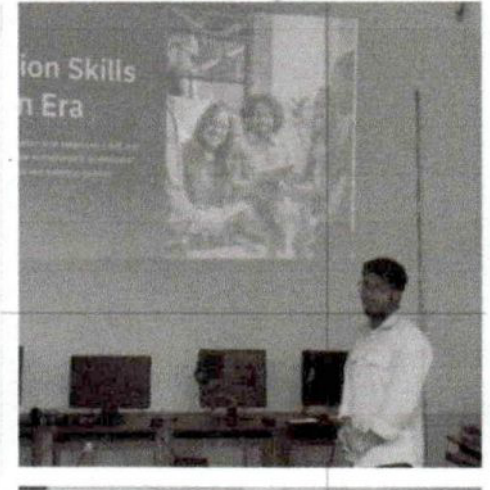
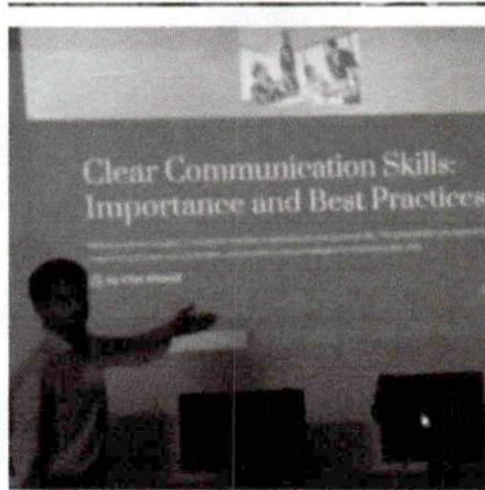
-Develops the ability of students to speak English language with correct pronunciation, and expresses the views effectively with confidence.

-Discuss and socialize effectively in English.

**Prerequisite:** The students will be selected through a process of an oral interview whereby their basic language skills will be assessed.



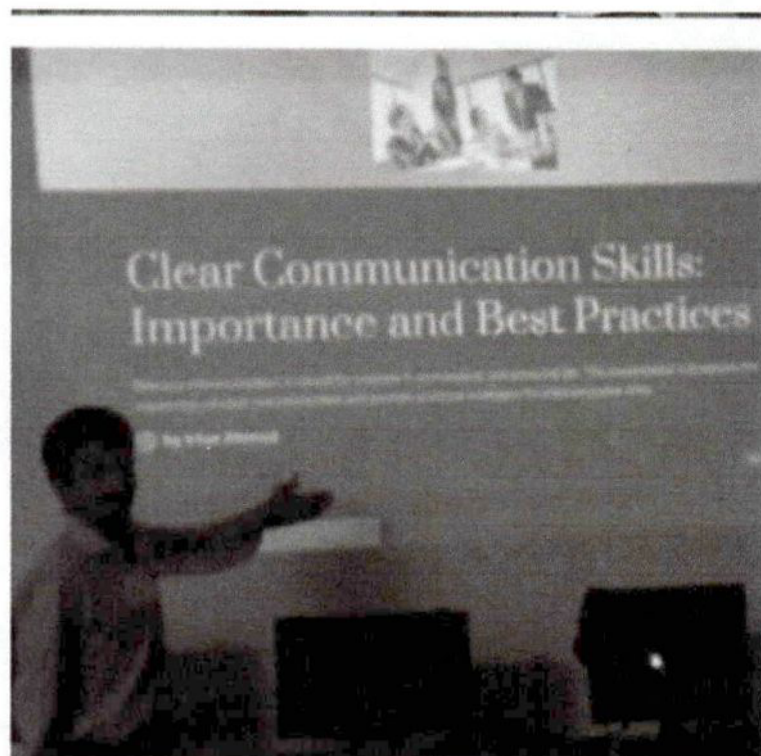
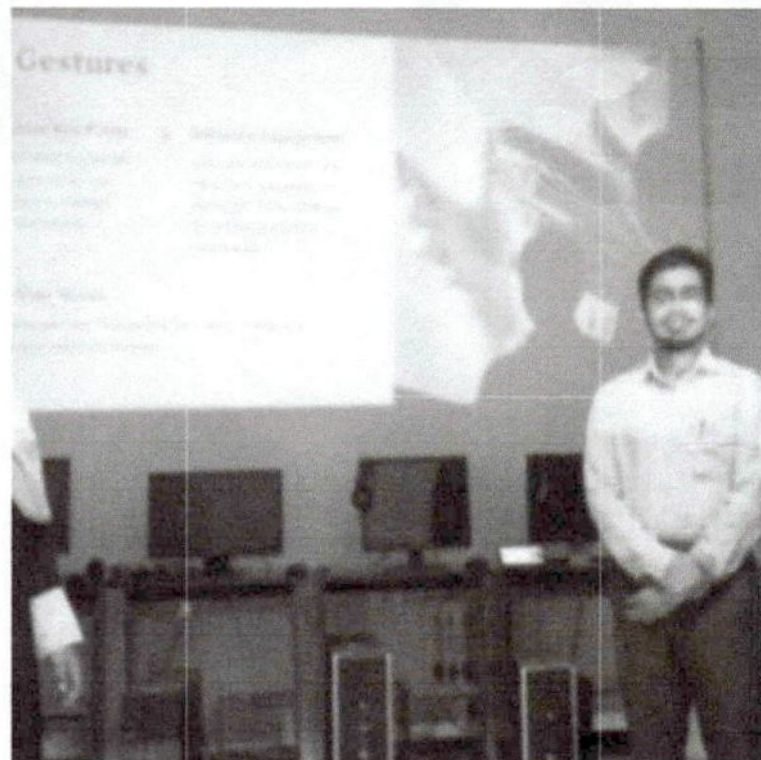
Head  
Department of English  
Anwarul uloom College (Autonomous)  
New Malleshpally, Hyderabad, T.S. India



*W. Khan*  
**COORDINATOR**  
 Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Malleshpally, Hyderabad.

*M. Hossain*  
**PRINCIPAL**  
 Anwarul Uloom College (Autonomous)  
 New Malleshpally, Hyderabad-01.






*[Signature]*  
**COORDINATOR**  
 Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad.

*[Signature]*  
**PRINCIPAL**  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad-01.

List of Students Enrolled in Communicative English and  
Interpersonal skills (2024-2025)

S.NO	NAME OF THE STUDENT	FATHER NAME	PHONE NO
1.	MOHD AIJAZ ALI	MOHD NASER ALI	8801612372
2.	S.D KHADEER	SYED KASEEM	
3.			
4.			


  
**COORDINATOR**  
Internal Quality Assurance Cell  
Anwarul Uloom College (Autonomous)  
New Mallepally, Hyderabad.


  
**PRINCIPAL**  
Anwarul Uloom College (Autonomous)  
New Mallepally, Hyderabad-01.



## ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS


S.NO	Name Of The Student	16/ 5	17/ 5	23/ 5	24/ 5	30 /5	31 /5	6/6	13/ 6	14/ 6	20/ 6	21/ 6	27/ 6	28/ 6	4/7	5/7	11/7	12/ 7	18/7	19/7	25/ 7	26/ 7
1.	MOHD AIJAZ ALI	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
2.	S.D KHADEER	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
3.																						
4.																						


  
 Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad.

  
 PRINCIPAL  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad-01.

# ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

S.NO	Name Of The Student	5/9	6/9	17/9	18/9	21/9	22/9	23/9	10/10	11/10	18/10	23/10	1/11	2/11	8/11	9/11	15/11	16/11	22/11	23/11	29/11	30/11
1.	MOHD AIJAZ ALI	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
2.	S.D KHADEER	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
3.																						
4.																						


  
 COORDINATOR  
 Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad.


  
 PRINCIPAL  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad-01.



# ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

S.NO	Name Of The Student	6/1 2	7/1 2	13/ 12	14/ 12	20 /1 2	21 /1 2	27/ 12	28/ 12	3/1	4/1	10/ 1	11/ 1	17/ 1	18/ 1	24/ 1	25/ 1	31/ 1	1/ 2	7/ 2	8/ 2	14/ 2
1.	MOHD AIJAZ ALI	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
2.	S.D KHADEER	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
3.																						
4.																						


  
**COORDINATOR**  
 Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad.

  
**PRINCIPAL**  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad-01.

## ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

S.NO	Name Of The Student	15/2	21/2	22/2	28/2	1/3	7/3	21/3	22/3	28/3	29/3	4/4	5/4	11/4	12/4	19/4	25/4	26/4	2/5	3/5	10/5	11/5
1.	MOHD AIJAZ ALI	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
2.	S.D KHADEER	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
3.																						
4.																						


  
**COORDINATOR**  
 Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad.


  
**PRINCIPAL**  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad-01.



## ATTENDANCE SHEET OF COMMUNICATIVE ENGLISH AND INTERPERSONAL SKILLS

S.NO	Name Of The Student	1/ 8	2/ 8	8/ 8	22/ 8	23 /8	29 /8	30/ 8												
1.	MOHD AIJAZ ALI	P	P	P	P	P	P	P												
2.	S.D KHADEER	P	P	P	A	P	P	P												
3.																				
4.																				

  
**COORDINATOR**  
 Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Malleshpally, Hyderabad

  
**Principal**  
 Anwarul Uloom College  
 (Autonomous)  
 New Malleshpally, Hyd-01.