



**Shri Sharana Nooliya Chandayya Dr. B. R. Ambedkar  
Smaraka AKK Education Society's Arts & Commerce  
College, Gangadharnagar, Hubli, Karnataka, India.**

**2017-2018**

## **ENGLISH COMMUNICATION SKILLS**

### **A CERTIFICATE COURSE OF 30 DAYS**

*A certificate course in English designed for college students to learn the concepts of English Communication that shall focus on brushing the basic concepts of English grammar and use correct grammatical English sentences during verbal and written communication.*



**DURATION: 30 Days(1 hour/session)**

#### **Course Highlights**

- ❖ Speaking practice modules with sentences
- ❖ Instructor based interactive group sessions
- ❖ Reading exercises with instant feedback
- ❖ Interactive audio lessons
- ❖ Time based quizzes
- ❖ LSWR sessions

#### **Course Objectives And Benefits**

- ❖ Speak English confidently at work, in meetings and in social interactions.
- ❖ Improve English fluency.
- ❖ Correct Pronunciation for proper and confident Communication.
- ❖ LSWR Skills.

Estd. 1994-95

“ಕಾಯಕದಿಂದ ಬಂದದ್ದು ಲಿಂಗಕ್ಕೆ ಅರ್ಪಿತ”

ಶ್ರೀ ಶರಣ ನೂಲಿಯ ಚಂದಯ್ಯ

College Code : 1241

Tel.:0836-2244566



ಶ್ರೀ ಶರಣ ನೂಲಿಯ ಚಂದಯ್ಯ ಡಾ|| ಬಿ. ಆರ್. ಅಂಬೇಡ್ಕರ್ ಸ್ಮಾರಕ  
ಎ.ಕೆ.ಕೆ. ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ ಕಲಾ ಹಾಗೂ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ  
ಗಂಗಾಧರನಗರ, ಹುಬ್ಬಳ್ಳಿ - 580 020 ತಾ: ಹುಬ್ಬಳ್ಳಿ ಜಿಲ್ಲಾ : ಧಾರವಾಡ ರಾಜ್ಯ : ಕರ್ನಾಟಕ



**SHRI SHARANA NOOLIYA CHANDAYYA**  
**Dr. B. R. AMBEDKAR SMARAKA A.K.K. EDUCATION**  
**SOCIETY'S ARTS & COMMERCE COLLEGE**

GANGADHARNAGAR, HUBBALLI - 580 020. TQ.: HUBBALLI DIST.: DHARWAD STATE : KARNATAKA

Affiliated to Karnatak University Dharwad & Recognised by Govt. of Karnatak

**Founder & President : Late Shri K. G. GOKAK M.A., L.L.B. (Spl)**

E-mail : [ssncdrbrambedkar@gmail.com](mailto:ssncdrbrambedkar@gmail.com)

Website : [www.ssncdrbraakkdegreecollege.in](http://www.ssncdrbraakkdegreecollege.in)

Ref. No. SSNIC/ACC/BOS  
Meeting/2017-18/01A

Date : 01-01-2018

### CIRCULAR

Date: 01-01-2018






This is to inform to all the members of the BOS that a meeting will be conducted on 02-01-2018 at 3:30 pm in the Principal cabin. All the members are invited by the department to attend the meeting and contribute your valuable suggestions.

  
**S. S. N. C. Dr. B. R. Ambedkar Smaraka**  
Programme Coordinator  
M.A. M.Phil.,  
H.O.D., English  
S.S.N.C. Dr. B. R. Ambedkar Smaraka  
A.K.K. Education Society's  
Arts and Commerce College,  
Gangadharnagar, HUBBALLI-580 020.


  
**PRINCIPAL**  
**S. S. N. C. Dr. B. R. Ambedkar Smaraka**  
**A.K.K. Education Society's**  
**Arts and Commerce College**  
**Gangadharnagar, HUBBALLI-20.**



## List of members

Sl.no	Name & Designation	Position	Signature
1	Shri Manjunath D Mattimani Principal	Chairman	
2	Smt. Swapna K Jadhav Assistant Professor, HOD- English	Programme Co-ordinator	
3	Smt. Aarti Pattanda Lecturer, Department of English	Member	
4	Dr. Shiddappa M Chillur Associate Professor, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member	
5	Dr Disha Madan Lecturer, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member	

  
Programme Co-ordinator

  
PRINCIPAL  
S. S. N. D. H. Ambedkar Smaraka  
A.K.K. Education Society's  
Arts and Commerce College  
Gangadharnagar, HUBBALLI-20.



ಶ್ರೀ ಶರಣ ನೂಲಿಯ ಚಂದಯ್ಯ ಡಾ|| ಬಿ. ಆರ್. ಅಂಬೇಡ್ಕರ್ ಸ್ಮಾರಕ  
ಎ.ಕೆ.ಕೆ. ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ ಕಲಾ ಹಾಗೂ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ  
ಗಂಗಾಧರನಗರ, ಹುಬ್ಬಳ್ಳಿ - 580 020 ತಾ: ಹುಬ್ಬಳ್ಳಿ ಜಿಲ್ಲಾ : ಧಾರವಾಡ ರಾಜ್ಯ : ಕರ್ನಾಟಕ

**SHRI SHARANA NOOLIYA CHANDAYYA**  
**Dr. B. R. AMBEDKAR SMARAKA A.K.K. EDUCATION**  
**SOCIETY'S ARTS & COMMERCE COLLEGE**



GANGADHARNAGAR, HUBBALLI - 580 020. TQ.: HUBBALLI DIST.: DHARWAD STATE : KARNATAKA

Affiliated to Karnatak University Dharwad & Recognised by Govt. of Karnatak

Founder & President : **Late Shri K. G. GOKAK** M.A., L.L.B. (Spl)

E-mail : ssncdrbrambedkar@gmail.com

Website : www.ssncdrbraakkdegrecollege.in

Ref. No.

Date : 01/01/2018

## Minutes of Meeting

A meeting was conducted by the Department of English to discuss on the 1<sup>st</sup> of January 2018.

The following points were discussed:






Agenda	Decisions Taken
1. Framing of the Syllabus	The meeting with the help of external members scrutinized the syllabus roughly prepared by the faculty of the institution. With some minor changes the syllabus to be followed for the course was finalized.
2. Review of the structure of the course	The structure of the course was approved.
3. Recommendations/Suggestions	Suggestions about including audio-visual aids for the effective communication was considered.
4. Any other matter	Feedback forms to be collected was an added point.


**Smt. SWAPNA JADHAV**


H.O.D., English  
S.S.N.C. Dr. B. R. Ambedkar Smaraka  
A.K.K. Education Society's  
Arts and Commerce College,  
Gangadharnagar, HUBBALLI-580 020.

**Principal**  
S. S. N. C. Dr. B. R. Ambedkar Smaraka  
A.K.K. Education Society's  
Arts and Commerce College  
Gangadharnagar, HUBBALLI-20.

**List of members attended the meeting:**

Sl.no	Name & Designation	Position	Signature
1	Shri Manjunath D Mattimani Principal	Chairman	
2	Smt. Swapna K Jadhav Assistant Professor, HOD- English	Programme Co-ordinator	
3	Smt. Aarti Pattanda Lecturer, Department of English	Member	
4	Dr. Shiddappa M Chillur Associate Professor, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member	
5	Dr Disha Madan Lecturer, Department of English Nehru Arts, Science & Commerce College, Ghantikeri, Hubballi	External Member	

  
**Smt. SWAPNA JADHAV**  
 Program Co-ordinator  
 M.A., M.Phil.,  
 H.O.D., English  
 S.S.N.C. Dr. B. R. Ambedkar Smaraka  
 A.K.K. Education Society's  
 Arts and Commerce College,  
 Gangadharnagar, HUBBALLI-580 020.

  
**PRINCIPAL**  
 S. S. N. C. Dr. B. R. Ambedkar Smaraka  
 A.K.K. Education Society's  
 Arts and Commerce College  
 Gangadharnagar, HUBBALLI-20.


## NOTICE

Date: 16-12-2017


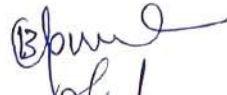


It is hereby informed to all the students of BA and B.Com that the college will be conducting a Certificate Course on "ENGLISH COMMUNICATION SKILLS". This course will help you improve the communication skill and obtain fluency in English language. The course duration will be of 30 days.

The classes will be conducted in the college campus only. The course shall begin from 05-01-2018. The timetable and other details about the course will be displayed on the notice board.

Certificates will be issued to the students after the successful completion of the course. Interested students can enrol their names in the office.

  
Program Coordinator  
S.S.N.C. Dr. B. R. Ambedkar Smaraka  
A.K.K. Education Society's  
Arts and Commerce College,  
Gangadhamnagar, HUSBALLI-580 020.  
H.O.D., English

  
Principal  
S. S. N. C. Dr. B. R. Ambedkar Smaraka  
A.K.K. Education Society's  
Arts and Commerce College  
Gangadhamnagar, HUSBALLI-20.

- 1) B. Com I<sup>st</sup> year - 
- 2) B-A I<sup>st</sup> year 
- 3) B-A II<sup>nd</sup> year 
- 4) B. Com - 2<sup>nd</sup> year 



\*\*\*\*\*  
COURSE FEED BACK FORM  
\*\*\*\*\*

Name of the Student: Kiran Bhajantri

Program/Course: English communication skill

Put a tick mark on the answer of your preference

1. Were the objectives of the course clear and fulfilled according to you?

☒ YES ☒ NO

2. The course contents met with the expectations?

☒ YES ☒ NO

3. The contents were illustrated with suitable examples.

☒ YES ☒ NO

4. The level of the course was

☒ low ☒ High

5. Did the course introduce the new knowledge? ☒ YES ☒ NO

6. The lectures were clear and easy to understand

☒ Agree ☒ Disagree

7. The teaching aids were effectively used

☒ Agree ☒ Disagree

8. Was the course useful to you?

☒ YES ☒ NO

ANY OTHER SUGGESTIONS:

good course.

Date: 17/02/2018

Place: HUBLI

V. Ravi  
Signature



Shri Sharana Nooliya Chandayya Dr. B. R. Ambedkar Smaraka  
AKK Education Society's Arts & Commerce College,  
Gangadharnagar, Hubli.

## Certificate Of Completion

This certifies that Vaishali. Grobbadavar

of B.A II year has successfully completed the

*"English Communication Skills Certificate Course "*

*in the Year 2017 - 2018.*

  
HOD, ENGLISH

  
IQAC CO-ORDINATOR

  
PRINCIPAL

Certificate Of Completion





“ENGLISH COMMUNICATION SKILLS”  
CERTIFICATE COURSE



2017 - 2018

CERTIFICATE COURSE BATCH

Students making a note of writing informal letters and formal letters. They were given an exercise to write letters to their friends (informal letter) and to the Principal (formal letter format).

Shri Sharana Nooliya Chandayya Dr.B.R.Ambedkar  
Smaraka AKK Education Society's Arts & Commerce  
College,Gangadhar Nagar,Hubli,Karnataka,India.

**2017-2018**

**ENGLISH COMMUNICATION SKILLS**

**A CERTIFICATE COURSE OF 30 DAYS**

**REPORT**

A certificate course for the students of the college was introduced by the department in the year 2017-2018. Before introducing the course, the department conducted a meeting with the principal and decided to have a Board of Studies for the certificate course. Accordingly the neighbouring institution was approached and with great pleasure, the department invited the staff of the English Department as the External members of the BOS. A circular was passed by the department inviting the BOS for a meeting in the college.

It was decided by the Principal, IQAC and the Department faculty to circulate the notice about running a certificate course in English Communication Skills in the month of January first week; much before and accordingly a notice was sent by the Department to the students on the 16<sup>th</sup> December 2017 that declared the beginning of the certificate course and the concerned details.

Dr.Shiddappa Chillur, Associate Professor & HOD,English also Dr.Disha Madan, Lecturer- Nehru Arts,Science and Commerce College, Hubli were the two eminent and experienced faculty included in the BOS.

In the presence of the Principal and the other BOS members a meeting was conducted on the 2<sup>nd</sup> of January 2018 at 3.30 pm. In this meeting a syllabus was framed for the certificate course to begin. Certain modules to be included in the syllabus was an additional note taken for consideration. The suggestions given by the members of the BOS were considered and the meeting decided to incorporate all the essential points put forward by the BOS. The certificate course would be of 30 days.

The Certificate Course began from 5<sup>th</sup> of January 2018 and followed for 30 days successfully as per the time-table. The students at first found it difficult to follow but as 3-4 days passed, they found it comfortable. The modules from the syllabus were getting fruitful with the students active participation in the discussions and the communication sessions.

Students could pose questions, interact, learn to greet and respond to requests, use suitable phrases, words, frame sentences and they were getting closer to proper pronunciation of new words. The modules framed in the

syllabus helped the students get well versed in conversation skills at different situations/scenarios.

Overall the certificate course with the modules explained during the classes with Ppts and many other audio-visual aids was run successfully and at last an oral examination conducted in the last hour of the course days was found satisfactory. The department as decided before was now glad to issue certificates to the students of their course completion.

Feedback forms were distributed on the last day among the students to obtain their opinions. It was understood that such certificate courses can actually help students motivate to come forward and speak with free mind if they were confident and the language of communication though they find it difficult in the beginning can be made easy by such inclusions in their day-to-day life, specially in their learning syllabus..

From

**Smt. SWAPNA JADHAV**

Program Co-ordinator, M.A. M.Phil.,  
H.O.D., English

S.S.N. & Dr. B. R. Ambedkar Smaraka  
A.K.K. Education Society's  
Arts and Commerce College,  
Gangadharnagar, HUBBALLI-580 020.  
Dept of English

  
Principal

**S. S. N. & Dr. B. R. Ambedkar Smaraka**  
A.K.K. Education Society's  
Arts and Commerce College  
Gangadharnagar, HUBBALLI-20.



# REGISTER OF ATTENDANCE & FEES

NAME OF THE INSTITUTE SSNC Dr. B. R. Ambedkar Akk

NAMES	01		02		03		04		05		06		07		08		09		10		11		12	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Anusrabasha Shaikh	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Chetan Dandoli	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Malleshappa	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
Ravsaheb Amrutakar	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
Sunel L	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Sandeep Yarakal	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Vilas D. Korumar	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
Chidambar B. Nayak	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Daramalik Walikar	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
Kevin Bern	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
Vaishali Gobhadar	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
Adivenne S. Uparai	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Isanna Devikoppa	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
M. Srinivas	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Parvatagouda N. K	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Sunil S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Raghuraj	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
Shrawin D. Sawade	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Bandi Rohan	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
Kisan Bajantri	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
Amrathi Mona	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Aishwarya N. Ballasi	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
mkar Naik	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
Hirakumar	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
Goopa Halakatti	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
Keerpal Grotagodi	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
ajendar Kaur	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
hatra Hosamani	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
ateja Pande	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
if pathar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Present M																								
Initials M																								
E																								

Initials M  
E

## FOR THE MONTH OF

Education Society's Arts & Commerce College, Gangadhar Nagar, Hubballi

SECTION	PLACE	No. of Days Present	FEES Rs.	P.	Date of Payment
24	13				
25	14				
26	15				
27	16				
28	17				
29	18				
30	19				
31	20				
32	21				
33	22				
34	23				
35	24				
36	25				
37	26				
38	27				
39	28				
40	29				
41	30				
42	31				

Number of working days

Smt. SHARMA JADHAV

PRINCIPAL

S.S.N.C. Dr. B. R. Ambedkar Smaraka  
K.K. Education Society's  
Arts and Commerce College  
Gangadhar Nagar, HUBBALLI-20.