



ಶ್ರೀ ಶರಣ ನೂಲಿಯ ಚಂದಯ್ಯ ಡಾ|| ಬಿ. ಅರ್. 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.ssncdrbraakkdegreecollege.in

Ref. No.

Date : _____

1.2.3 Number of Add on/certificate programs offered during the last five years

list of Certificate course- 2018-2019

Sl. No	Name of programme	Year	Code No	Date	Duration	Conducted by	Student enrolled
1	Certificate Course Communication skills	2018-2019	01	8-8-2018 to 1-10-2018	30 hours	Department English	1 to 25


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



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

2018-2019

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.

"ENGLISH COMMUNICATION SKILLS"

About the Certificate Course

A certificate course in English (30 days) with learning concepts of English Communication is designed for college students, focuses on brushing basic concepts of English grammar and use grammatically correct English sentences in their daily life. This will help improve their English communication, obtain fluency and thus gain confidence to communicate smoothly. This course comes with an excellent speaking practice platform for learners for a clear understanding.

This course includes-

- ❖ Speaking practice modules with unlimited sentences for English speaking practice during the course.
- ❖ Instructor based interactive group sessions of 1 hour duration each to help learner interact with a teacher in real-time.
- ❖ Reading exercises with instant feedback on spoken English words.
- ❖ Interactive audio lessons with built in quizzes to improve English listening skill.
- ❖ Time based quizzes with an additional final quiz for the certification exam online, and
- ❖ Many relevant questions to be answered by speaking to help learners do more practice in speaking English with correct pronunciations.
- ❖ LSWR sessions

COURSE OBJECTIVES AND BENEFITS:

At the end of this course the learner will be able to

1. Speak English confidently at work, in meetings and in social interactions.
2. Improve their English fluency, using speaking practice modules.
3. Improve their English listening skill through many audio listening exercises.
4. Pronounce English words correctly by actually speaking and with instant feedback.
5. Use of English language effectively during real-time conversations.

- Module 01:** Simple, Complex and Compound
- Module 02:** Commonly used Phrases/Sentences
- Module 03:** Use of dictionary for reference: spelling, grammar and usage
- Module 04:** Pronunciation of new and difficult words.
- Module 05:** Posing and Answering Questions
- Module 06:** Request, Order and Advice and the Art of Wishing
- Module 07:** Use appropriate language to request and respond to requests
- Module 08:** Write informal letters, applications, and official letters of request.
- Module 09:** Present, Past and Future Tenses and Question Tags
- Module 10:** Presentation skills, Learning the presentation skills: presentation strategies – from notes to presenting; group, pair, individual presentation
- Module 11:** Awareness of common usage errors, and current English usage; analysis of their own usage errors in their speaking and writing
- Module 12:** Talking to people in public places
- Module 13:** Listen to lectures, presentations and other suitable listening materials from electronic media, and take notes
- Module 14:** Casual Conversation in peer group
- Module 15:** Non-Verbal Communication (Using appropriate body language, positive facial expressions, polite eye contact)
- Module 16:** Telephone Etiquette in telephone conversation
- Module 17:** Business Communication
- Module 18:** Conversation Scenario
- Module 19:** Participating In Group Discussions
- Module 20:** Conducting Meetings
- Module 21:** Attending Interviews
- Module 22:** Talking to Team Members
- How to talk to customers



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ಗಂಗಾಧರನಗರ, ಹುಬ್ಬಳ್ಳಿ - 580 020 ತಾ: ಹುಬ್ಬಳ್ಳಿ ಬಿಲ್ಕಾ : ಧಾರವಾಡ ರಾಜ್ಯ : ಕರ್ನಾಟಕ
SHRI SHARANA NOOLIYA CHANDAYYA
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E-mail : ssncdrbrambedkar@gmail.com

Website : www.ssncdrbraakkdegrecollege.in

Ref. No. SSNC/Acc/Bos/Circular/17-18/01A

Date : 01-01-2018

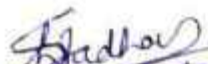
CIRCULAR

The English department takes the pleasure to introduce a Certificate Course in "ENGLISH COMMUNICATION SKILLS" for the UG students. A Board of Studies has to be constituted for the same.

The members of the BOS are selected based on the parameters of the subject proficiency and experience. The members of the BOS will take charge to approve the syllabus, monitor and review the structure of the course also recommend suggestions at times. The present BOS shall be active for a term of three years.

Composition of the Board of Studies:

Sl.no	Name & Designation	Position
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

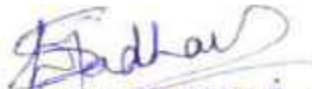

Smt. SWAPNA K JADHAV
Programme Co-ordinator
H.O.D., English
S.S.N.C. Dr. B. R. Ambedkar Smaraka
A.K.K. Education Society's
Arts and Commerce College,
Gangadharanagar, HUBBALLI-580 020.


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

CIRCULAR

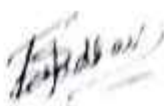
Date: 03-08-2018

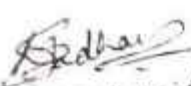
It is to inform to all the members of the BOS that a meeting will be conducted on 04-08-2018 at 3:30 pm in the Principal cabin. All the members are requested by the department to attend the meeting and contribute your valuable suggestions.


Smt. SWAPNA JADHAV
Programme Co-ordinator
H.O.D., English
S.N.C. Dr. B. R. Ambedkar Smaraka


PRINCIPAL
S. S. N. C. Dr. B. R. Ambedkar Smaraka
A.K.K. Education Society
Arts and Commerce College
Gangadharanagar, HUBBALLI

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 Coordinator	
3	Smt. Aarti Pattanda Lecturer, Department of English	Member	
4	Dr. Shiddappa M Chillur Associate Professor, Department of English Nehru Arts, Science & Commerce College, Ghanikeri, Hubballi	External Member	
5	Dr. Disha Madan Lecturer, Department of English Nehru Arts, Science & Commerce College, Ghanikeri, Hubballi	External Member	


Programme Co-ordinator


PRINCIPAL
S. S. N. J. D. K. R. Ambedkar Smaraka
A.K.K. Education Society's
Arts and Commerce College
Gangadharanagar, HUBBALLI-580-020.



ಶ್ರೀ ಶರಣ ಸಂಸ್ಥೆಯ ಕಂದಾಯ ದಾಖ. ಐ. ಆರ್. ಅಂಬೇಡ್ಕರ್ ಸ್ಮಾರಕ
ಎ.ಕೆ.ಕೆ. ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ ಕಲಾ ಪಾಠಶಾಲೆ ದಾಖಲೆ ಮಹಾವಿದ್ಯಾಲಯ
ಸಂಸ್ಥಾಪಕರು: ಹುಬ್ಬಳ್ಳಿ - 580 020. ತೆ. ಹುಬ್ಬಳ್ಳಿ. ಜಿಲ್ಲೆ: ಧಾರವಾಡ. ರಾಜ್ಯ: ಕರ್ನಾಟಕ
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Ref. No.

Date : 04/08/2018

Minutes of Meeting

A meeting was conducted by the Department of English to discuss on the 4th of August 2018.

The following points were discussed:

Agenda	Decisions Taken
1. Review 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 and having conversations with the external members 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


Principal
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
 Programme Co-ordinator,
 H.O.D., English
 S. S. N. D. B. R. Ambedkar Smaraka
 A.K.K. Education Society's
 Arts and Commerce College,
 Gangadharnagar, HUBBALLI-581120


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

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Certificate Course

Academic Year	Name of the Certificate Course	No of Participants
2017-2018	English Communication Skills	30

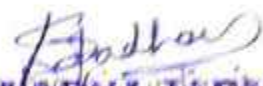
Certificate Course

Time table of the course: The course begins from 05-01-2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				05-01-2018 4.00-5.00 pm	06-01-2018 4.00-5.00 pm
	06-01-2018 4.00-5.00 pm	07-01-2018 4.00-5.00 pm	08-01-2018 4.00-5.00 pm	09-01-2018 4.00-5.00 pm	10-01-2018 4.00-5.00 pm
	11-01-2018 4.00-5.00 pm	12-01-2018 4.00-5.00 pm	13-01-2018 4.00-5.00 pm		
14-01-2018 4.00-5.00 pm	15-01-2018 4.00-5.00 pm	16-01-2018 4.00-5.00 pm			17-01-2018 4.00-5.00 pm
18-01-2018 4.00-5.00 pm	19-01-2018 4.00-5.00 pm	20-01-2018 4.00-5.00 pm	21-01-2018 4.00-5.00 pm	22-01-2018 4.00-5.00 pm	
23-01-2018 4.00-5.00 pm	24-01-2018 4.00-5.00 pm	25-01-2018 4.00-5.00 pm	26-01-2018 4.00-5.00 pm	27-01-2018 4.00-5.00 pm	
28-01-2018 4.00-5.00 pm	29-01-2018 4.00-5.00 pm	30-01-2018 4.00-5.00 pm	31-01-2018 4.00-5.00 pm	01-02-2018 4.00-5.00 pm	02-02-2018 4.00-5.00 pm
03-02-2018 4.00-5.00 pm	04-02-2018 4.00-5.00 pm	05-02-2018 4.00-5.00 pm	06-02-2018 4.00-5.00 pm	07-02-2018 4.00-5.00 pm	08-02-2018 4.00-5.00 pm
09-02-2018 4.00-5.00 pm	10-02-2018 4.00-5.00 pm	11-02-2018 4.00-5.00 pm	12-02-2018 4.00-5.00 pm	13-02-2018 4.00-5.00 pm	14-02-2018 4.00-5.00 pm
15-02-2018 4.00-5.00 pm	16-02-2018 4.00-5.00 pm	17-02-2018 4.00-5.00 pm	18-02-2018 4.00-5.00 pm	19-02-2018 4.00-5.00 pm	20-02-2018 4.00-5.00 pm


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,
 GangaChamra, HUBBALLI-581 020.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09-08-2018	10-08-2018	11-08-2018	12-08-2018	13-08-2018	14-08-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
15-08-2018	16-08-2018	17-08-2018	18-08-2018	19-08-2018	20-08-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
21-08-2018	22-08-2018	23-08-2018	24-08-2018	25-08-2018	26-08-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
27-08-2018	28-08-2018	29-08-2018	30-08-2018	31-08-2018	01-09-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
03-09-2018	04-09-2018	05-09-2018	06-09-2018	07-09-2018	08-09-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
09-09-2018	10-09-2018	11-09-2018	12-09-2018	13-09-2018	14-09-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
15-09-2018	16-09-2018	17-09-2018	18-09-2018	19-09-2018	20-09-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
21-09-2018	22-09-2018	23-09-2018	24-09-2018	25-09-2018	26-09-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm
27-09-2018	28-09-2018	29-09-2018	30-09-2018	01-10-2018	02-10-2018
4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm	4.00-5.00 pm


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,
 Gangadharanagar, HUSBALLI-580 020.

Sr. No. Name of the student

1. JanumahaPatil
2. JanumahaAmrutha
3. KamakshiSattigeri
4. Keerti V Keravadi
5. Saqita Billa
6. Vinayak Ron
7. Ruth GaddamKashmiraPorwal
8. KashmiraPorwal
9. P.T.Srinivas
10. VeemashreeKorwar
11. AjiyaKhanum
12. NamrataKanneshwar
13. VidyavatiDambal
14. Iyoti, S.K.
15. Grace Chintapalli
16. JanumahaRadha
17. Prashant Bhandari
18. VinaykumarBairapaka
19. ToyabKhan, Shivalli
20. DurgaBallari
21. Janki Korwar
22. Pradeep Bhandari
23. Rajesabi Jarkuni
24. Adnan Konechagari
25. NavariKayannavar

Murli
PRINCIPAL

S. S. N. O. Dr. B. R. Ambedkar Smaraka
A.K.K. Education Society's
Arts and Commerce College
Gangadhar - K. J. HALLI-20.



Sl.No	Name of the student
1	Anwarabasha Shukh
2	Chetan Dandoli
3	Malleshappa
4	Ravsaheb Amrutakar
5	Suneeel
6	Sandeep Yarakal
7	Vilas D Korawar
8	Chidambar B Nayak
9	Davalmalik Walikar
10	Kevin Benn
11	Vaishali Gobbadavar
12	Adivemmal Pavasi
13	Irannal Devikoppa
14	M Shrinivas
15	Parvatagouda N K
16	Sumil S
17	Raghuraj
18	Sherwin D Sarvade
19	Handi Rohan
20	Kiran Bhujantri
21	Yamrahi Mona
22	Aishwarya N Ballari
23	Omkar Naik
24	Shivakumar
25	Roopa Hulakatti
26	Shreepal Gotagodi
27	Rajendar Kaur
28	Chaitra Hosamani
29	Sateja Pande
30	Sani Pathan

Munir
PRINCIPAL

S. S. M. C. C. Dr. D. R. Ambedkar Smarak
A.K.K. Education Society's
Arts and Commerce College
Mumbai-400 004



Name of the Student:

Wesley Williams

Examiner/Teacher:

Dr. Douglas T. Williams

1. The student understands the concept of the

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

Certificate Of Completion

This certifies that Venushree Konewar
of B.A I year has successfully completed the

"English Communication Skills Certificate Course"
in the Year 2018-2019.

Certificate Of Completion



[Signature]
HOD, ENGLISH

[Signature]
IQAC CO-ORDINATOR

[Signature]
PRINCIPAL



2018 - 2019

CERTIFICATE COURSE BATCH

making notes about Present, Past
tense tenses and Question tags.

Module-'9' Class Session.

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

2018-2019

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 2018-2019. Before introducing the course, the department conducted a meeting with the principal and decided to have a meeting of Board of Studies for the certificate course. The department invited the staff of the English Department as the External members of the BOS as the BOS was active for 3 years from 2017. A circular was passed by the department inviting the BOS for a meeting in the college.

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 4th of August 2018 at 3.30 pm. In this meeting a syllabus was reframed 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.

It was decided by the Principal, IQAC and the Department faculty to circulate the notice about the beginning of the certificate course in English Communication Skills in the month of August and accordingly a notice was sent by the Department to the students on the 6th August 2018 that declared the beginning of the certificate course and the concerned details.

The Certificate Course began from 9th of August 2018 and followed for 30 days successfully as per the time-table. The students at first found it difficult to follow but found it comfortable later. 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.

REGISTER OF ATTENDANCE & FEES

NAME OF THE INSTITUTE S.S.N.C. Dr. B.R. Ambedkar

FOR THE MONTH OF January
Education University Arts & Commerce College
Grade 10 SECTION 1 PLACE Hubli

ADMISSION No.	NAMES	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
	Janumala Pratap																														
	Janumala Anuradha																														
	Kanakshi Sattigeri																														
	Keerti. V. Kesarvani																														
	Naomi. Billa																														
	Vinayak. Ron.																														
	Rishi. Gaddam																														
	Kashmira. Porwal																														
	P.T. Srinivas																														
	Veenakshree. Kothavara																														
	Asiya. Khanam																														
	Namrata. Kannurwar																														
	Vedharati. B. Dambal																														
	Jyoti. S.K.																														
	Grace. Chinthapalli																														
	Janumala. Radha																														
	Prashant. Bhandari																														
	Vinaykumar. Baisapaka																														
	Tayak Khan. Shivalli																														
	Durga. G. Ballari																														
	Janaki. R. Koswar																														
	Pradeep. Bhandari																														
	Rajesh. Harkure																														
	Aslam. Konchageshi																														
	Kavari. Kayannavar																														

Number Present M
Daily E
Initials M
E

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,
Gangadhamnagar, HUBBALLI-581 020.

Admitted during this Month
Left Hrs. On Roll at end of Month
Number of working days
Average Attendance during the Month