

Jan
4th 2020

To,
The Principal,
Karnatak Arts, Science and Commerce College, Bidar.

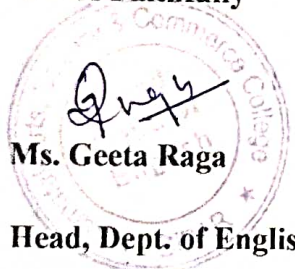
Sub: Request to grant permission to start certificate course on "Functional English" for the academic year 2020-21.

Respected Sir,

As per the guidelines issued by IQAC, we would like to start the certificate course on "Functional English" for the academic year 2020-21 with intake of 35 students. Hence, kindly permit us to start the same and do the needful.

Thanking you.

Yours Faithfully


Ms. Geeta Raga
Head, Dept. of English (U.G)

Permitted

[Signature]

Vice-Principal &
IQAC. Coordinator
Karnatak Arts, Science &
Commerce College, Bidar



Estd. 1942

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ಕರ್ನಾಟಕ ಕಲಾ, ವಿಜ್ಞಾನ ಹಾಗೂ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ, ಬಿದರ
Karnatak Arts, Science & Commerce College, Bidar

Estd 1970

(Affiliated to Gulbarga University)

College with Potential for Excellence



To,

Date 02/01/2019

Dr. Vidya Patil,
Head, Department of English,
First Grade women's college, Bidar.

Sub:- Request to serve on Board Studies for add on course

Dear Madam,

I am very happy to inform you that, our institution under department of English would like to start an add-on-course title "Functional English". In this context I am requesting you to serve as a Member of Institutional Board of Studies for the above mentioned course.

The meeting of institutional BOS for an add-on-course on "Functional English" is convened on 2nd Jan 2019 at 12:00 noon to 01:00 pm in IQAC Room, in our College.

I hope you will accept this invitation and provide your expertise in development of curriculum of the above mentioned course.


Head

Department of English


Principal

Karnatak Arts Science &
Commerce College, BIDAR


Dr. Vidya Patil

Asst. Prof. of English
S.F.G. Women's College

E-mail: principal@kascc.in.net
Fax : 08482-226503

Hyderabad Road, Karnataka State - 585 401.
Fax : 08482-226503

Cell: 9343834635
Visit us @ www.kascc.in.net

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K.R.E Society's
Karnatak Arts, Science and Commerce College
Department of Studies In English.

BOS Meeting

Date: 02.01.2019

Agenda-

Approval of syllabus of certificate course titled "**Functional English**"

Resolution-

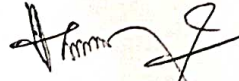
The syllabus proposed by the Department of English for a certificate course titled "**Functional English**" on 2nd Jan 2019 is approved by the Board.

The following are the members of BOS present and approved the syllabus.

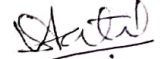
Dr.M.S Patil : Principal



Dr.Mallikarjun Hangarge : Vice principal and IQAC Coordinator



Dr.Vidya Patil : Head, Dept of English, Government Women's College, Bidar.



Dr. Vidya Patil
Asst. Prof. of English
G.F.G.Women's College

Smt.Geeta Raga : Head, Department of English



Smt. Ashwini Kennedikar : Assistant Prof, Dept of English



Mr.Masure Gautam : Assistant Prof, Dept of English



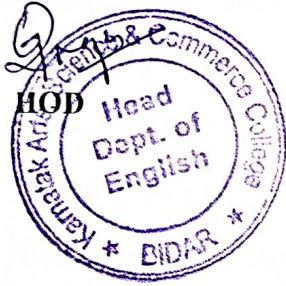
K.R.E Society's.
KARNATAK ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR.

Dept. of studies and Research in English.

04-01-2021

Notice

All the students of B.A, B.com, B.C.A and B.sc who have enrolled themselves for "Functional English" course are hereby informed to attend the classes of this course which starts on 16th Jan 2021.



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PRINCIPAL
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BIDAR-585401

Add-on course on

FUNCTIONAL ENGLISH

(Syllabus)

UNIT 1: Remedial Grammar

Week 1: Parts of the speech, Articles, Prepositions, Pronouns.

Week 2: Verbs, Active to Passive, Direct to Indirect.

Week 3: Vocabulary, Antonyms and Synonyms, One Word Substitute, Gender, Spellings, Plurals.

Week4: Comprehension Passages.

UNIT 2: Functional English

Week 1: Phonetics, Pronunciation, Stress, Accent, Intonation.

Week 2: Greetings, Self Introduction.

Week3: Making Request, Accepting and Rejecting Requests.

Week4: Dialogues, Play-acting, Role-Plays.

UNIT3: Composition Skills

Week 1: Paragraph Writing, Essay Writing.

Week2: Letter-Personal and Official.

Week3: Messages, Emails, Filling up application forms.

Week4: Job Application, Resume.



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KARNATAK ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR.

"FUNCTIONAL ENGLISH A CERTIFICATE COURSE"

TEACHING STAFF

SL. NO	NAME OF THE STAFF	QUALIFICATION
1	Ms. Ashwini K	M.A, B.ed.
2	Ms. Geeta Raga	M.A, B.ed.
3	Mr. Anand. M	M.A, B.ed.
4	Mr. Masure Gautam	M.A, B.ed (KSET and NET)



[Handwritten Signature]
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KARNATAK ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR.

"FUNCTIONAL ENGLISH (A CERTIFICATE COURSE)"

TIME TABLE

DAYS	12:45
MONDAY	Mr. ANAND M
TUESDAY	Ms .GEETA RAGA
WEDNSDAY	Mr. MASURE GAUTAM
THURSDAY	Ms ASHWINI K
FRIDAY	Mr. ANAND M
SATURDAY	MR. MASURE GAUTAM




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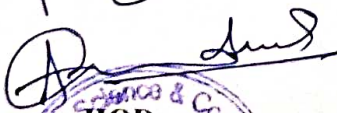
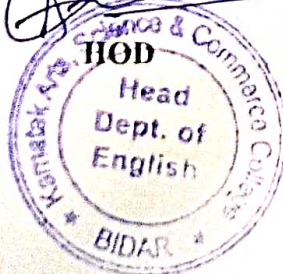
Karnatak Arts, Science and Commerce College, Bidar.

Student Enrollment List of Add-on Course for the year 2020-21

Course Title: - Functional English.

Sl. No	Name of the Student	Class
1	Ravi Gonda	B.A II Sem
2	Sayed Arhas	B.A II Sem
3	Arbaskar	B.A II Sem
4	Vilas	B.A II Sem
5	Deepika	B.A II Sem
6	Sudarshan	B.A II Sem
7	Akshay Kumar	B.A II Sem
8	Ambadas	B.A II Sem
9	Beerappa	B.A II Sem
10	Sachin	B.A II Sem
11	Vikram Singh	B.A II Sem
12	Basavaraj	B.A II Sem
13	Goyal	B.A II Sem
14	S. Sachin	B.A II Sem
15	Mahendra	B.A II Sem
16	Jasmine	B.A II Sem
17	Megha	B.A II Sem
18	Ashwini. S	B.A II Sem
19	Daisy Rani	B.A II Sem

20	Muttamma	B.A II Sem
21	Precti	B.A II Sem
22	Yashodha	B.A II Sem
23	Vijayalaxmi	B.A II Sem
24	Kaveri	B.A II Sem
25	Bhagyashree	B.A II Sem
26	Niveka Priya	B.A II Sem
27	Madhumahi	B.A II Sem
28	Nikita	B.A II Sem
29	Arathi	B.A II Sem
30	Aishwarya	B.A II Sem
31	Nikitha	B.A II Sem
32	Vaishali	B.A II Sem
33	Pallavi	B.A II Sem
34	Priyanka	
35	Rakshita	B.A II Sem

For




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Karnataka Arts, Science & Commerce College
BIDAR-586401



Estd. 1942

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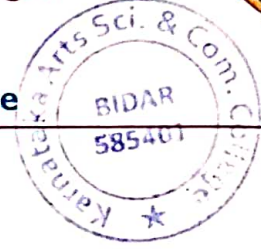
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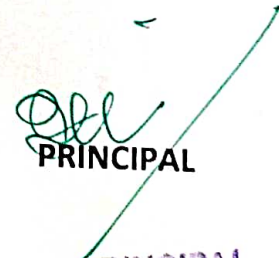
20/3/2021

NOTICE

All the students of B.A, B.Com and B.sc 1st year
are hereby informed to attend the "Functional English"
Certificate Course Exam on 12th of April 2021.



HOD



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Karnataka Arts Sci. & Com. College
BIDAR-585401

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Fax : 08482-226503

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Fax : 08482-226503

Cell: 9343834635
Visit us @ www.kascc.in.net

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Karnatak Arts, Science and Commerce College, Bidar.
Add-on Course Exam, April 2021.
Subject: Functional English.

Class: B.A

Date: 12/04/2019

Time: 12:30 pm – 2:30 pm

Max Marks 60

I) Answer the following questions.

A) Identify the part of speech of the underlined words in the following sentence. 2

1) Mohan bought a big house.

B) Fill in the blank with appropriate article. 1

1) _____ Sun rose and fog disappeared.

C) Fill in the blank with appropriate preposition. 1

1) Raju brought a gift _____ his friend.

D) fill in the blank with the appropriate pronoun. 1

1) John will return to _____ house.

II) Change the following sentence into passive voice. 2

1) Hindus celebrate Deepawali.

III) Change the following sentence into indirect. 3

1) Raju said to me, "I will come to your house tomorrow".

IV) Answer the following questions. 5

1) Give the Antonyms of 'Beautiful'.

2) Give the Synonyms of 'Difficult'.

3) Give one word substitute for "a period of hundred years".

4) Change the gender of 'Horse'

5) Change the number of the word 'Sheep'

Unit-2

- 1) Write introduction about yourself in detail. 5
- 2) Send r request to your friend to attend your birthday celebration. Then on behalf of your friend write a letter of acceptance. 5
- 3) A customer visits a car showroom to buy a new car. Write a dialogue between the customer and sales representative. 5

Unit-3

- 1) Write a paragraph on the following topic. 5
"Slow and Steady will win the race"
- 2) Write a letter to your friend describing your picnic last week. 5
- 3) Create and fill up an application form for admission to 1st standard. 5
- 4) Write an application for the post of high school teacher giving all necessary details. 5
- 5) Create your Resume to be used for applying for the post of high teacher. 5

Unit -4

I) Comprehension passage.

Read carefully and answer questions that follow.

5X1=5

Weather in Wisconsin has been especially fierce this week. It all began on Tuesday, when a tornado swept through the St. Croix River Valley. Wednesday evening another tornado dropped down on the suburbs of Milwaukee. Then on Thursday evening, River Falls experienced a torrential rain that flooded the streets. Many are wondering what Wisconsin city will be next.

- 1) Where the weather is violent in the above passage?
- 2) When it happened?
- 3) What flooded the streets?
- 4) When another violent windstorm is fallen down?
- 5) What is St. Croix in the above passage?

K.R.E Society's

Karnatak Arts, Science and Commerce College, Bidar.
Student attendance list for the assessment of "CERTIFICATE COURSE" 2020-2021

Functional English

Time: 12:30 pm to 2:30

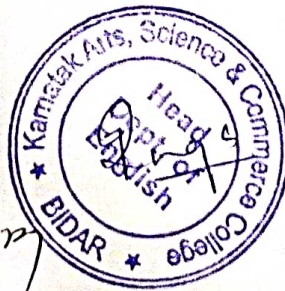
Marks 60

Sl.No	Name of the Student	Class	Signature	Obtained Marks
1	Ravi. Gonda	BA I	Ravi	37
2	Sayed. Akbar	BA I	Sayed	42
3	Vijaylaxmi. S	BA I	Vijay	31
4	Arbas. Khan	BA II	Arbas	29
5	Vilas. S	BA II	Vilas	45
6	Deepak. A	BA II	Deepak	44
7	Sudarshan. P	BA II	Sudar	35
8	Akshaykumar. J	BA II	Akshay	42
9	Ambadas. D	BA II	Ambad	30
10	Beerappa. S	BA II	Beerap	26
11	Sachin. Y	BA II	Sachin	44
12	Vikram. Singh	BA II	Vikram	40
13	Basawaraj. S	BA II	Basaw	28
14	Gopal. Vajinath	BA II	Gopal	37
15	Sachin. S	BA II	Sachin	42
16	Mahendra. G	BA II	Mahend	29
17	Jasmine. A	BA II	Jasmine	44
18	Megha. S	BA II	Megha	31
19	Ashwini. S	BA II	Ashwin	37

20	Daisyrani . S	BATI	<u>Daisyrani</u>	40
21	Muttamma . C	BATI	<u>Muttamma</u>	35
22	Preeti . M	BATI	<u>Preeti</u>	44
23	Yashodha . V	BATI	<u>Yashodha</u>	29
24	Rakchita . P	BATI	<u>Rakchita</u>	26
25	Kaveri . K	BATI	<u>Kaveri</u>	30
26	Bhagyashree . T	BATI	<u>Bhagyashree</u>	37
27	Vivekapiya . P	BATI	<u>Vivekapiya</u>	57
28	Madhumati . W	BATI	<u>Madhumati</u>	36
29	Nikita . N	BATI	<u>Nikita</u>	28
30	Arati . S	BATI	<u>Arati</u>	35
31	Aishwarya . T	BATI	<u>Aishwarya</u>	44
32	Nikita . S	BATI	<u>Nikita</u>	35
33	Vaishali . A	BATI	<u>Vaishali</u>	39
34	Pallavi . S	BATI	<u>Pallavi</u>	48
35	Priyanka . S	BATI	<u>Priyanka . S</u>	42
36				
37				
38				
39				
40				

ROOM INVIGILATOR

Masum Gauran

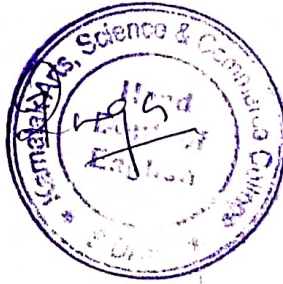


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Bidar-585101

A. Suresh

Outcome of certificate course

1. It provides coaching class to enhance students' ability to understand English Grammar.
2. It provides students to learn Functional English.
3. As far as English language is concerned, it helps students to achieve their goal.
4. It helps to develop students' personality.
5. It provides certificate to the students which helps in their future.



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Bangalore

K.R.E Society's
Karnatak Arts, Science and Commerce College, Bidar.

Department of English.

Report on Add-on Course (For B. A)

Abstract:

The department of English had been given an opportunity to initialize add-on course for the students of B.A in addition to their regular curriculum. In this regard the department stiffly undertook this program to make a schedule, curriculum, time table and staff for the same. It was the booster for those in need of English language knowledge. The program started under the title "FUNCTIONAL ENGLISH".

Permission for the proposal:

The department had put the official proposal on 4th Jan 2020. to seek permission to start the programme on 16th January 2021. The Principal and management were so kind enough towards our proposal and granted the permission to carry out this add-on course on the same date.

Intake:

The program started with the intake of 37 students in B.A with the duration of 90 hours. The intake was quite possibly good for the number of staff allotted for the programme.

Syllabus Formation:

The department under the chairmanship of HOD, the meeting was conveyed for framing the syllabus. Finally, after the deep discussion the syllabus for "Functional English" was framed. The syllabus included the Grammar, Communication Skills and Spoken English.

Time-Table:


The department had set down the time schedule for this programme by allotting the staff Members, to carry out classes apart from their regular time schedule. Classes were conducted all six days of the week at 12:45PM. Monday to Saturday.


Exam:

The department has conducted the exam by following the proper exam protocol to find out the outcome of our programme on 12th April 2021 at 12:30PM. The result of the programme was 100% and it was fully satisfaction towards our efforts.

Conclusion:

The complete programme had run for 90 hours with absolute and proper framework. The department was rather glad enough to serve for such programme to the students for their language development. It was fully satisfied to our department by reaching students who were in need of English language knowledge growth.


HOD



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Students of BA I Sem, writing exam.

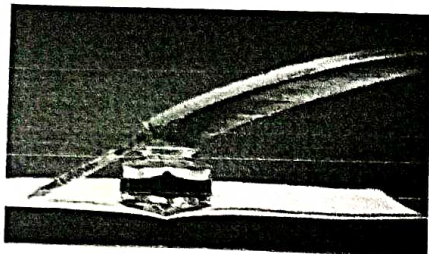




KARNATAK ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR



DEPARTMENT OF ENGLISH



ADD-ON COURSE ON FUNCTIONAL ENGLISH

Preamble to the Course.

The functional English course is an initiative program introduced to the students of our college in order to teach them Basic Grammar and Communication Skills. The department of English strongly believes that the course will boost the students' learning in the field of English Grammar, Communication Skills and also develop their Personality. The course can also be helpful for their future career in the competitive world.

Objectives of the Programme

- To enhance vocabulary and it's usage.
- To be through with the functional usage of grammar.
- To enable and enhance the appropriate structuring of the sentence.
- To use the acquired vocabulary in formation of sentences.
- Use the appropriate tenses in spoken and written communication.
- To thoroughly be aware of the different sentence structure and it's transformation into other forms.

Instructional Design

This course is of 90 – hour duration which includes theory classes, and group discussion, project work etc.

Medium of Instruction: *English*
Course structure and Examination Scheme
Total Hours of Teaching
Theory classes: 90 Hours

Question types: 60 Marks

Short question, Long question, objective, Letter writing, Essay Type of Questions, paragraph reading

Eligibility: Students of BA./ B.Sc./ B.Com / BCA having basic knowledge of English can enroll for this course

Total number of Intake: 50



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ADMISSION FORM

Certificate/Value added/Skill Development/Diploma/Advance Diploma Courses
&
IAS/IPS/NET/SET Coaching Classes

Name of the Department English Year 2020-21

Name of the Student Vijaylaxmi

Father's/Guardian's Name Nagayya Swamy

Date of Birth
Date:

1	0
---	---

 Month:

0	6
---	---

 Year:

2	0	0	2
---	---	---	---



Address for Correspondence :

Charhal Tq = Awood (B) D. = Bidar

Semester/Class : B. A IInd Sem

Register No : A2111651

Percentage of previous semester : _____

Contact No : 9353837569

E-Mail ID : Vijaylaxmi Vijaylaxmi 19@gmail.com

Course to be Joined: Functional English

Vijaylaxmi

Signature of the Student



[Signature]

Principal

BIDAR-585401
Karnatak Arts, Science & Com. College.

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ADMISSION FORM

Certificate/Value added/Skill Development/Diploma/Advance Diploma Courses
&
IAS/IPS/NET/SET Coaching Classes

Name of the Department _____ Year 20-21

Name of the Student Ravi Gonda

Father's/Guardian's Name Chandrappa

Date of Birth

Date

Month

Year

20

06

2002



Address for Correspondence :

Yenagurda Taluka A/P Road [B]

Semester/Class :

BA 1st

Register No :

A2111575

Percentage of previous semester :

Contact No :

8317442319

E-Mail ID :

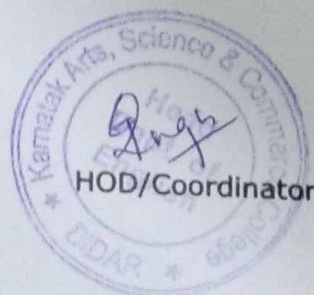
RaviGond RAVIGORANAE.@gmail.com

Course to be Joined:

Functional English

Ravi

Signature of the Student



[Signature]

Principal

PRINCIPAL

Karnataka Arts Sci. & Com. C
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