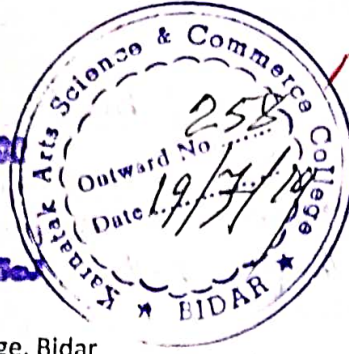


Karnataka Rastriya Education  
Society. BIDAR



Date: 17-07-2019

To, ward No. 180 Dt. 19/7/19 File No. 19/7/19  
The Principal,  
Karnatak Arts, Science and Commerce College, Bidar

Sub : Request to get permission to conduct certificate course in Functional English

Respected Mam,

As per the IQAC guidelines, Department of English would like to start the certificate course in Functional English of duration of three month (45 Hours) from July 25, 2019 onwards.

We are requesting you, please permit us to collect the fees of Rs. 200 per candidate for this course. (The fees will be deposited by the students in Principal account through the challan.) and permit us to start the course.

I hope you will permit us and do the needful.

Sincerely

Smt. Geeta Raga  
Head Department of English

VP) Forwarded to the Hon'ble President  
with a request to ~~permission~~ permit to  
collect Rs. 200/- per student and run the  
certificate course in Functional English.  
The collected amount will be deposited  
to the college account No. 5 (DCC Bank).  
The students are willingly offering this  
certificate course.

O-S to put up Kalyan 17/7/19.  
PRINCIPAL



Estd. 1942

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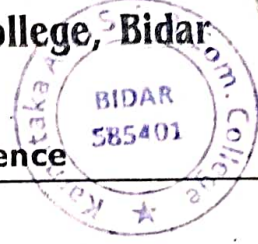
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Karnatak Arts, Science & Commerce College, Bidar

Estd 1970

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College with Potential for Excellence



To,

Date 02/01/2019

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

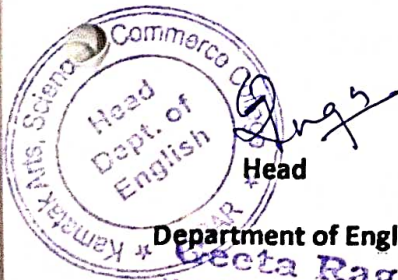
**Sub:- Request to serve on Board Studies for add on course**

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

Geeta Raga

Head Dept. of English

Karnatak Arts, Science &

Commerce College, BIDAR-585 401.

Principal  
PRINCIPAL

Karnatak Arts Science &  
Commerce College, BIDAR

Dr. Vidya Patil

Asst. Prof. of English

G.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





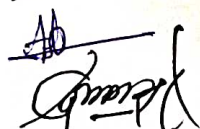

**Agenda-**

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 2<sup>nd</sup> 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.	
Smt.Geeta Raga	: Head, Department of English	
Smt. Ashwini Kennedikar	: Assistant Prof, Dept of English	
Mr.Masure Gautam	: Assistant Prof, Dept of English	

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



BOS Meeting conducted in the department





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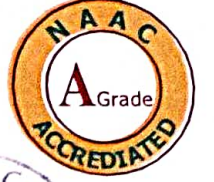
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Date:02-01-2020

### NOTICE

All the students of B.A, B.Com and B.sc who have enrolled themselves for Spoken English Certificate course are hereby informed to attend the classes of this course which start on 6<sup>th</sup> of January 2020



*Geeta Rags.*

*Kalyana*  
**PRINCIPAL**

**Karnatak Arts Science & Commerce College, BIDAR**

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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Karnatak Arts, Science and Commerce College, Bidar.  
Student Enrollment List of Add-on-Course for the year 2019-20

Course Title:- Functional English

Sl.No	Name of the Student	Class
1	Arati D/o Malikarjun	B.A III Semester
2	Arati D/o Mahendra	B.A III Semester
3	Syd Amir Sha	B.A III Semester
4	ShreemantS	B.A III Semester
5	Muktar Younus	B.A III Semester
6	Rohini Govindarao	B.A III Semester
7	Rabeena	B.A III Semester
8	Ashwini Jagannath	B.A III Semester
9	Asha Suryakant	B.A III Semester
10	Pooja Maruti	B.A III Semester
11	Asharani Shankar	B.A III Semester
12	Nagraj P	B.A III Semester
13	Radhika S	B.A III Semester
14	Pooja M	B.A III Semester
15	Parvati Suryakanth	B.A III Semester
16	Manjula Umesh	B.A III Semester
17	Shivani Jaising	B.A III Semester
18	Gourav Tukaram	B.A III Semester
19	Anjali Rajkumar	B.A III Semester
20	Maruti Bheemranna	B.A III Semester

21	Bhartesh. S	B.A III Semester
22	Priyanka. N	B.A III Semester
23	Mamta Basvant	B.A III Semester
24	Archana Maruthi	B.A III Semester
25	Afrin Pashum	B.A III Semester
26	Afreen Muktar	B.A III Semester
27	Vinod Namdev	B.A III Semester
28	Nagesh Subhash	B.A III Semester
29	Anita Mallikarjun	B.A III Semester
30	Sheelvant Amrut	B.A III Semester
31	Bharat Kumar	B.A III Semester
32	Channabasava	B.A III Semester
33	Pavankumar. D	B.A III Semester
34	Bhuvaneshwari	B.A III Semester

*Qugs*

HOD

**Head Dept. of English**  
Karnatak Arts, Science &  
Commerce Collage, BIDAR

*[Signature]*

PRINCIPAL

Karnataka Arts Sci. & Com. College  
BIDAR-585401

## Add-on course on

### FUNCTIONAL ENGLISH

(Syllabus)

90 hours.

#### 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.

Week 4: Comprehension Passages.

#### UNIT 2: Functional English

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

Week 2: Greetings, Self Introduction.

Week 3: Making Request, Accepting and Rejecting Requests.

Week 4: Dialogues, Play-acting, Role-Plays.

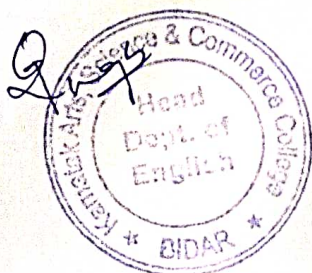
#### UNIT 3: Composition Skills


Week 1: Paragraph Writing, Essay Writing.

Week 2: Letter-Personal and Official.

Week 3: Messages, Emails, Filling up application forms.

Week 4: Job Application, Resume.



  
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**Karnatak Arts Science &  
Commerce College, BIDAR**



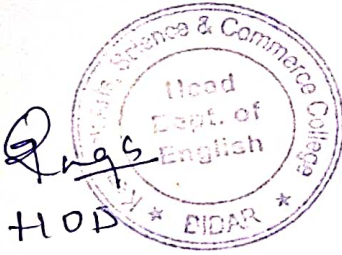
K.R.E Society's


KARNATAK ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR.

FUNCTIONAL ENGLISH certificate course.

TEACHING STAFF

SL NO	NAME OF THE STAFF	QUALIFICATION
1	Prof. V.S Suryan	M.A.,M.Phil
2	Ms. Geeta Raga	M.A. B.ed
3	Ms. Aswini. K	M.A., B.ed
4	Mr. Anand. M	M.A., b.ed
5	Mr. gautam. M	M.A., B.ed. (KSET Cleared)



  
Principal  
Karnatak Arts Science &  
Commerce College, BIDAR

K.R.E Society's

KARNATAK ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR.

**FUNCTIONAL ENGLISH (CERTIFICATE COURSE)**

**TIME TABLE**

Days	12.45 1.15
Mon	AM
Tue	GR
Wed	GM
Thu	VS
Fri	AK
Sat	VS

V.S: Prof. V.S.Suryan

G.R:Ms. Geeta.Raga

A.K: Ms.Ashwini.k

A.M: Mr.Anand.M

G.M: Mr.Gautam.M



Principal

**PRINCIPAL**

**Karnatak Arts Science &  
Commerce College, BIDAR**



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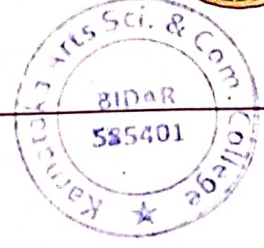
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Karnatak Arts, Science & Commerce College, Bidar

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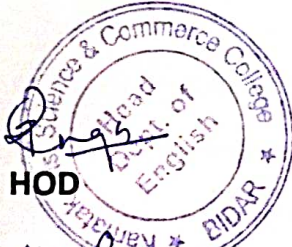
College with Potential for Excellence



20/3/2020

### NOTICE

All the students of B.A, B.Com and B.sc 1<sup>st</sup> year are hereby informed to attend the "Functional English" Certificate Course Exam on 12<sup>th</sup> of April 2020.



HOD

Geeta. Anj

PRINCIPAL

Karnatak Arts, Science & Commerce College  
BIDAR-585401

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

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

Cell: 9343834635  
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Karnatak Arts, Science and Commerce College, Bidar.

Certificate Course exam, April 2019-2020.

Subject: Functional English.

Date: 12/4/2020

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 sift \_\_\_\_\_ 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 your self introduction 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. "Slow and Steady will win the race" 5
- 2) Write a letter to your friend describing your picnic last week. 5
- 3) Create and fill up an application form for admission to 1<sup>st</sup> 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

1) 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?



**ಪ್ರಾಂಶುಪಾಲರು**  
**ಕರ್ನಾಟಕ ಆರಾ ವಿಜ್ಞಾನ ಹಾಗೂ ವಾಣಿಜ್ಯ**  
**ಕುಲಾವಿದ್ಯಾಲಯ ಬೀದರ**

## K.R.E Society's

Karnatak Arts, Science and Commerce College, Bidar.

Student attendance list for the assessment of "CERTIFICATE COURSE" 2019-2020

## Functional English

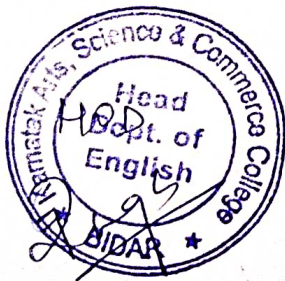
Time: 12:30 pm to 2:30

Marks 60

Sl.No	Name of the Student	Class	Signature	Obtained Marks
1	Arabi D/D Mallik	BA III		35
2	Asali D/D Machendra	BA III	Machendra	29
3	Syd Anis Sha.	BA III	Syed	44
4	Shreekant S.	BA III	Shreekant	31
5	Mukhtar Younus	BA III	Younus	29
6	Rohini Govindarao	BA III		38
7	Rabeena.	BA III	Rabeena	40
8	Ashwini Jagannath	BA III	Ashwini	45
9	Asha Suryakant	BA III	Asha	43
10	Pooja Mauti	BA III	Pooja	33
11	Asharani Shankar	BA III	Asharani	38
12	Nagraj P.	BA III	Nagraj	39
13	Radhika S.	BA III		31
14	Pooja M	BA III	Pooja	29
15	Parvati Suryakant	BA III	Parvati S.	40
16	Manjula Umesh	BA III	Manjula.	45
17	Shivani Jaising	BA III	Shivani	32
18	Gourav Takaram	BA III	Gourav	40

19	Anjali Rajkumar	BA III	Anjali	40
20	Masuti Bhoomana	BA III	Masuti	29
21	Bhasatesh S.	BA III	Bhas	44
22	Priyanka N.	BA III	Priyanka.	42
23	Mamta Basavant.	BA III	Mamta	36
24	Archana Masuti	BA III	Archana	39
25	Azeem Pashum	BA III	Azeem	42
26	Afreen Muktesh	BA III	Afreen	40
27	Vinod Mamdev.	BA III	Vinod	28
28	Nagesh Subhash.	BA III	Nagesh	35
29	Anita Mallikarjun.	BA III	Anita	32
30	Sheelvant Amset	BA III	Sheelvant	29
31	Bhasat Kumar	BA III	Bhasat	32
32	Channabasava.	BA III	Channabasava	40
33	Pavankumar D.	BA III	Pavankumar	50
34	Bhuvaneshwari.	BA III	Bhuvaneshwari	25
35				

  
ROOM INVIGILATOR







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Karnataka Arts, Sci. & Com. College  
BIDAR-508401

## 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.



**Geeta Raga**  
Head Dept. of English  
Karnatak Arts, Science &  
Commerce College, BIDAR-585 401.



**ಪ್ರಾಂಶುಪಾಲರು**  
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ಕುಡಾವನಾ, ಬಿದರ



**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 17<sup>th</sup> July 2019 to seek permission to start the programme on 6<sup>th</sup> January 2020. The Principal and management were so kind enough towards our proposal and granted the permission to carry out this add-on course.

**Intake:**

The program started with the intake of 34 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 from Monday to Saturday at 12:45PM.

### Exam:

The department has conducted the exam by following the proper exam protocol to find out the outcome of our programme on 12<sup>th</sup> April 2020 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. Our department was fully satisfied by reaching students who were in need of English language knowledge growth.



HOD



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BIDAR-585401

Students writing exam.

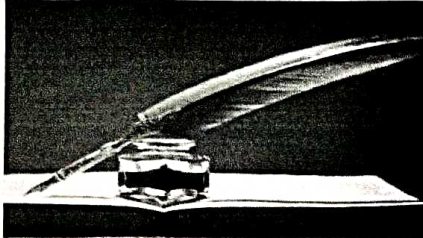




# KARNATAK ARTS, SCIENCE AND COMMERCE COLLEGE, BIDAR



## 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**



KRE Society's

# Karnatak Arts, Science and Commerce College, Bidar



ESTD : 1970

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College with Potential for Excellence

## ADMISSION FORM

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

Name of the Department English Year 2019-20

Name of the Student Anjali D. Rajkumar

Father's/Guardian's Name Rajkumar Gowli

Date of Birth  
Date 

1	0
---	---

 Month 

0	9
---	---

 Year 

1	9	9	9
---	---	---	---



Address for Correspondence :

Awad  
Diy - Bidar

Semester/Class : B. A 1<sup>st</sup> year

Register No : 90

Percentage of previous semester : \_\_\_\_\_

Contact No : 9686742629

E-Mail ID : \_\_\_\_\_

Course to be Joined: Functional English

Anjali D  
Signature of the Student



HOD/Coordinator

Kalyana  
Principal  
Karnatak Arts Science  
Commerce College, BIDAR



KRE Society's

# Karnatak Arts, Science and Commerce College, Bidar



ESTD : 1970

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College with Potential for Excellence

## ADMISSION FORM

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

Name of the Department English Year 2019-20

Name of the Student Mouudi

Father's/Guardian's Name Bheemanna

Date of Birth  
Date 

0	3
---	---

 Month 

0	6
---	---

 Year 

2	0	0	1
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Address for Correspondence :

Nagor (cm) Tal. Aurad  
Dist- Bidar

Semester/Class : B.A Ist year

Register No : 49

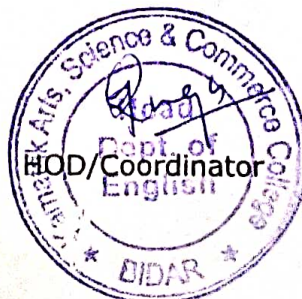
Percentage of previous semester : \_\_\_\_\_

Contact No : 9845697620

E-Mail ID : \_\_\_\_\_

Course to be Joined: Functional English

Mouudi  
Signature of the Student



Kalyana  
Principal  
Karnatak Arts Science &  
Commerce College, BIDAR