

A certificate Course in  
**“Functional English”**  
for  
UG students



Submitted by  
**Department of English**  
**TARA GOVERNMENT COLLEGE SANGAREDDY**  
**(Autonomous)**  
**(An ISO 9001: 2005 recognized institution)**  
**(Re-Accredited 'B' by NAAC)**  
**DISTRICT: SANGAREDDY, TELANGANA STATE, INDIA**  
**PIN CODE: 502001**



# TARAGOVERNMENTCOLLEGE

(AUTO NOMOUS)

(ISO 9001:2015 certified)

(Sangareddy District Identified College & District Resource Centre)

(Affiliated to Osmania University & Accredited by NAAC with 'B' grade, 2.75 CGPA)

**SANGAREDDY-502001, SANGAREDDY (Dist.), T.S.**

E-mail: [pri-gdc-srd-ce@telangana.gov.in](mailto:pri-gdc-srd-ce@telangana.gov.in)

Website: <https://gdcts.cgg.gov.in/>

Ms. M. Praveena M.A., B.C.J., PGDTE

Mobile: 9154806841

Principal (FAC)

Mail : [tara.sangareddy@gmail.com](mailto:tara.sangareddy@gmail.com)



To

The principal

Tara Government College (A), Sangareddy

Dist: Sangareddy

Madam,

Sub:- Request for according permission for the conduct of certificate course- Regarding

I, Shareef Miya, Assistant professor of English request you to peruse the following lines.

With regarding the subject cited I would like to bring to your notice that we want take up certificate course from English Dept. on 'Functional English' from 15-07-2021 to 31-07-2021. In this regard, I request you to accord permission to run the certificate course.

For your benign consideration I shall be ever grateful.

Thanking you madam,

Yours faithfully

# TARA Government College Sangareddy

(Autonomous)

Department of English

## INVITATION TO STUDENTS FOR ENROLMENT IN

### “Certificate Course in Functional English”

The certificate course will ensure that the successful participants will use English at optimal level in their daily and professional life. This course is also designed to make students face competitive examinations with sufficient resources and equip them with English for special purposes.

If interested, please contact

1. Sri Shareef Miya, Assistant Professor of English - 9849879732
2. Sri Shanthi kumar, Lecturer in English -9347803040

For 1 year  
UG  
students  
only

Batch 1

Time frame of the course

15 July 2021 to 31 July 2021

**Note:** A certificate will be given to the students who successfully complete the course.

**\*\*** Free material will be given to the participants.

**\*\*** **No registration fee for the course**

## Objectives of the certificate course

- The certificate course will bring wonderful changes in the mind set of the participants by the end of course
- The course will enhance the speaking abilities of the participants
- The course will bring enthusiasm among the participants by getting exposure to new topics.
- The course will boost the confidence levels of the participants.
- The course will provide the communicative abilities to the participants.
- The participants will get listening, speaking, writing and reading abilities.
- The participants also get the ability of facing real life situations.



# TARA GOVERNMENT COLLEGE SANGAREDDY

(AUTONOMOUS)

Department of English

Schedule for Certificate Course



S.No	Date	Day	Time	Topic	Name of the Lecturer
01	15-07-2021	Thursday	5 to 6pm	Inaugural session	Praveena Madam
02	16-07-2021	Friday	5 to 6pm	Tenses	Shanthi Kumar
03	17-07-2021	Saturday	5 to 6pm	Communication Skills	Shanthi Kumar
04	19-07-2021	Monday	5 to 6pm	Building Vocabulary	Shareef Miya
05	20-07-2021	Tuesday	5 to 6pm	Framing Questions	Md. Jaleel
06	22-07-2021	Thursday	5 to 6pm	Common Error in English	A.V Sharma
07	23-07-2021	Friday	5 to 6pm	Interview Skills	Sravanthi
08	24-07-2021	Saturday	5 to 6pm	Presentation Skill, Body Language, Etiquette	A.V Sharma
09	26-07-2021	Monday	5 to 6pm	Commonly Confused words, Indianism	Md. Jaleel
10	27-07-2021	Tuesday	5 to 6pm	Pronunciation	S. Jyoshna
11	28-07-2021	Wednesday	5 to 6pm	Bio-data, Resume, C.V and Diary Writing	Savitha Patil
12	29-07-2021	Thursday	5 to 6pm	Students Presentation	A.V. Sharma And Shanthi Kumar
13	30-07-2021	Friday	5 to 6pm	Literature Language, Functional English	Praveena Madam
14	31-07-2021	Saturday	5 to 6 pm	Exam / Valedictory	Shareef Miya

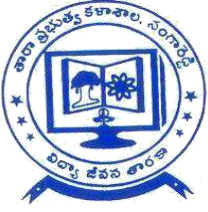
**A Brief Report on certificate course**  
**Inaugural Session 5.00.p.m. to 6.00.p.m.**

**The key to greatness is to look for people people's potential and spend time developing it -  
Peter F. Drucker**

The certificate course started in the online mode at 5.00 p.m. on 15.07.2021. All the registered students participated in the inaugural programme. Sri Md. Jaleel Assistant Professor of English and Head Department of English invited the dignitaries onto zoom meeting platform, President of the programme, Smt. M. Praveena, Principal (FAC), invited all to the participants. She spoke about the relevance of the programme. She invited the coordinator and organizing secretary, Sri Shareef Miya, to speak about the objectives of the programme. Sri Shareef Miya invited all the guests and participants to the programme and delved into the objectives of the certificate course. He wished that the participants could get benefit from the resource personnel. Dr. A. Venkatesham, Vice -Principal and Guest of honour expressed his feelings regarding the certificate course and wished all the best to all the participants as well as the resource personnel. Dr. S. Upender, Asst Prof of Mathematics, Head, Dept of Mathematics, opined that learning levels of the students would increase if methods and methodologies are applied with latest know-how in a classroom situation. Md. Jaleel Head, Dept of English delivered his key-note speech on the occasion and expressed wonderful words with regarding certificate course and wished all the participants all the very best. Sri A. Vishweshwara Sharma who really stood as a backbone to the whole programme explained all the nuances of certificate course in detail. He also spoke about the importance of learning something and retaining it. He urged with all the participants to continue and keep going on in their efforts to get the fruits of certificate course. Finally, Mr. Shanthi kumar spoke on the inaugural function of the certificate course.

The certificate course was conducted through online mode from 15-07-2021 to 31-07-2021. Before the start of the certificate course the students were provided the option of joining the course through online mode. The students joined the certificate course well in advance. The schedule of the certificate course was prepared and circulated among the participants in advance. As per the schedule the resource personnel took the classes very regularly. The participants were engaged very lively in the classes and they got a lot exposure to many new aspects of language.

When the certificate course came to the final stage all the participants came forward and expressed the happiness over the course. The participants enthusiastically participated in the programme. The certificate course concluded on 31-07-2021.



# Department of English

## Certificate course data

for

The Academic Year 2021-22

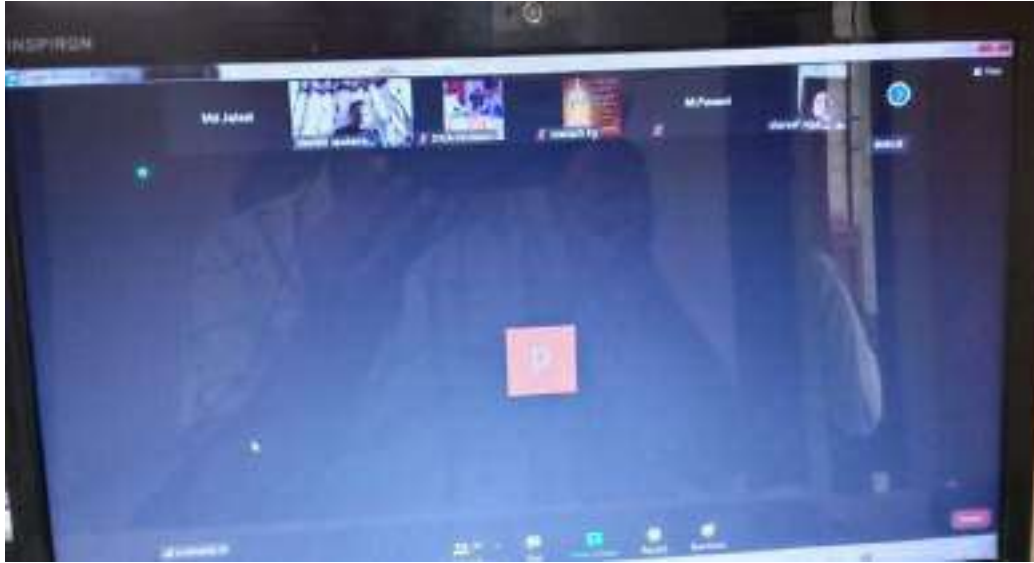
List of students who attended the certificate course  
offered by the Department of English

S.No.	Name of the student	Name of the programme	Hall ticket number
1	GOLLA SIDDARTHA	B.A. (H.E.P. )	605821129524
2	GOUNI RAJNIKANTH	B.A. (H.E.P. )	605821129526
3	GUDURU SANDHYARANI	B.A. (H.E.P. )	605821129527
4	HYDERABOINI SHIVA	B.A. (H.E.P. )	605821129529
5	KAYYA SURESH	B.A. (H.E.P. )	605821129532
6	KELUTH WAKEEL	B.A. (H.E.P. )	605821129533
7	KOTHAGOLLA SAIRAM	B.A. (H.E.P. )	605821129535
8	K SUNIL	B.A. (H.E.P. )	605821129537
9	MALLAIAHGARI DEEPIKA	B.A. (H.E.P. )	605821129538
10	MAMIDIPALLI SRAVANI	B.A. (H.E.P. )	605821129540
11	MANCHANI BHAVANI	B.A. (H.E.P. )	605821129541
12	MEGHAVATH RAKESH	B.A. (H.E.P. )	605821129546
13	MIRDODDI DEVIKA	B.A. (H.E.P. )	605821129547
14	MOHAMMED FAYAZ	B.A. (H.E.P. )	605821129548
15	MOHAMMED JUBER	B.A. (H.E.P. )	605821129549
16	MUNIMANDA SWATHI	B.A. (H.E.P. )	605821129551
17	NADMIDODDI KIRAN KUMAR	B.A. (H.E.P. )	605821129552
18	NAYAKINI BASWARAJ	B.A. (H.E.P. )	605821129553
19	PALADUGU NANDINI	B.A. (H.E.P. )	605821129554
20	PARVEEN	B.A. (H.E.P. )	605821129556



21	SONNAYILA LAKSHMAIAH	B.A. (H.E.P. )	605821129566
22	TARANGE SONABAI	B.A. (H.E.P.)	605821129568
23	YERUKALA CHANTI KUMAR	B.A. (H.E.P.)	605821129570
24	ANJURI DURGAPRASAD	B.A. (H.E.P.)	605821129001
25	BADAVATH DURGAPRASAD	B.A. (H.E.P.)	605821129002
26	CHOUHAN SATHISH KUMAR	B.A. (H.E.P.)	605821129004
27	D MADHUSUDHAN	B.A. (H.E.P.)	605821129005
28	EDIGI DINESH	B.A. (H.E.P.)	605821129008
29	GANDLA VARUN	B.A. (H.E.P.)	605821129009
30	GOUNDLA SRIKANTH GOUD	B.A. (H.E.P.)	605821129011
31	PAGIDAKULA TULASIRAM	B.A. (H.E.P.)	605821129026
32	Palle Sai Kiran Reddy	B.A. (H.E.P.)	605821129027
33	PANGA BHANUPRASAD	B.A. (H.E.P.)	605821129028
34	PATANCHERUVU KAVYA SREE	B.A. (H.E.P.)	605821129030
35	POCHARAM SAMPATH KUMAR	B.A. (H.E.P.)	605821129031
36	RATHOD VARSHA	B.A. (H.E.P.)	605821129033

## A few glimpses of the course



Certificate Distribution Ceremony







**TARA GOVERNMENT COLLEGE SANGAREDDY**  
**(Autonomous)**



**CERTIFICATE OF PARTICIPATION**

31 July 2021

This is to certify that, \_\_\_\_\_ studying B.A. / B.Com / B.Sc I/II/III year at **TARA Government College, Sangareddy (A)**, has attended, qualified the summative assessment test and successfully completed the certificate course in '**Functional English**' offered by the **Department of English** of the college. The course was conducted from 15 July 2021 to 31 July 2021.

**Convener**

**In-Charge**  
**Department of English**

**Principal**



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