

NAAC REACCREDITED WITH 'A' GRADE

Sevadal Mahila Mahavidyalaya

Place For Higher Learning & Research (Research Academy)

Sakkardara Square, Umrer Road, Nagpur - 440024 (M.S.)

Phone No.: 0712-2705037, 2752344 Fax.: 0712-2705037

E-mail: sevamahilamv@gmail.com; smm_college@yahoo.co.in

Website: <https://sevadalmahilamahavidyalaya.ac.in>

5.1.3 Capacity building and skills enhancement initiatives

LANGUAGE AND COMMUNICATION SKILLS



Academic Session: 2023-2024



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Sevalal Mahila Mahavidyalaya

Place for Higher Learning & Research (Research Academy)

Sakkardara Square, Umrer Road, Nagpur-440 024

E-mail: sevamahilamv@gmail.com

Website: www.sevalalmahilamahavidyalaya.ac.in

Certificate Course *in* Functional English

Department of English

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SEVADAL MAHILA MAHAVIDYALAYA
Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Date – 13.09.2023

NOTICE

All the members of the Department of English are hereby informed that the meeting regarding the Certificate Course in 'Functional English' has been scheduled on 20.09.2023 at 11.00 am at the Hon'ble Principal's Chamber.

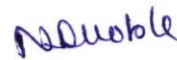
Hon'ble Principal Sir will chair the meeting in presence of Dr. A P Lambat, IQAC Coordinator.

Agenda of the meeting:

- 1) To Start new Certificate Course in 'Functional English' for the year 2023-24.
- 2) To frame the syllabus of the course.
- 3) Any other matter with the permission of the Chair.


Dr. G S Kawale
Course Coordinator
Functional English

Copy to:
Dr. A P Lambat, IQAC Coordinator


Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



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Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Minutes of the Meeting 20.09.2023
Certificate Course in 'Functional English'

The meeting regarding the Certificate Course in 'Functional English' was held on 20.09.2023 at 11.00 pm in the Hon'ble Principal's Chamber. Hon'ble Principal Sir presided over the meeting.

Agenda of the meeting:

- 1) To Start new Certificate Course in 'Functional English' for the year 2023-24.
- 2) To frame the syllabus of the course.
- 3) Any other matter with the permission of the Chair.

Following Members were present.

- | | |
|--------------------------------------|--------------------|
| 1) <u>Dr. Pravin Charde,</u> | Chairman |
| 2) <u>Dr. A P Lambat</u> | IQAC Coordinator |
| 3) <u>Dr. G. S. Kawale</u> | Course Coordinator |
| 4) <u>Asst. Prof. P. M. Gajbhive</u> | Member |

Dr. G. S. Kawale, Course Coordinator acted as secretary in the meeting. The Coordinator welcomed the Chairperson, Hon'ble Principal, IQAC coordinator, the member and called the meeting in order with the permission of chairperson. The Coordinator read out the agenda of the meeting and subsequently discussed the matter.

1. Item No.1: To Start new Certificate Course in 'Functional English' for the year 2023-24.

Resolution: The matter was discussed thoroughly from the student's perspective and the need to develop proficiency among them in the English language and its use in their daily life.

Pravin Charde
Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



Unanimously it was decided to commence the Certificate Course in 'Functional English' from the session 2023-24.

2. Item No.2: To frame the syllabus of the course.

Resolution: Hon'ble Principal expressed his views regarding the framing of course syllabus. Dr. G S Kawale and Mr. P M Gajbhiye were asked to prepare syllabus of the Certificate Course in 'Functional English'.

3. Item No.3: Any other matter with the permission of Chair.

Resolution: As there was no other matter to discuss, the Coordinator sum up the meeting by expressing thanks for everyone's gracious attendance.

Name

Signature

1 Hon'ble Prof. Pravin Charde

2 Dr. A P Lambat

3 Dr. G. S. Kawale

4 Mr. P. M. Gajbhiye

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Sevadal Mahila Mahavidyalaya
Nagpur.



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Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Date – 27.09.2023

NOTICE

All the members of the Department of English are hereby informed that the meeting regarding the Certificate Course in '*Functional English*' has been scheduled on 3rd Oct, 2023 at 11.30 am at the Hon'ble Principal's Chamber.

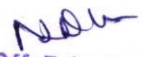
Hon'ble Principal Sir will chair the meeting in presence of Dr. A P Lambat, IQAC Coordinator.

Agenda of the meeting:

- 1) To confirm the minutes of the last meeting.
- 2) To review the progress of framing the syllabus of Cert. Course '*Functional English*'.
- 3) Any other matter with the permission of the Chair.


Dr. G S Kawale
Course Coordinator
Functional English

Copy to:
Dr. A P Lambat, IQAC Coordinator


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Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Minutes of the Meeting 03.10.2023
Certificate Course in 'Functional English'

The meeting regarding the Certificate Course in '*Functional English*' was held on 3rd Oct, 2023 at 11.30 am in the Hon'ble Principal's Chamber. Hon'ble Principal Sir presided over the meeting.

Agenda of the meeting:

- 1) To confirm the minutes of the last meeting.
- 2) To review the progress of framing the syllabus of Functional English.
- 3) Any other matter with the permission of the Chair.

Following Members were present.

- | | |
|-------------------------------------|--------------------|
| 1) <u>Prof. Pravin Charde,</u> | Chairman |
| 2) <u>Dr. A P Lambat</u> | IQAC Coordinator |
| 3) <u>Dr. G. S. Kawale</u> | Course Coordinator |
| 4) <u>Asst. Prof P. M. Gajbhive</u> | Member |

Dr. G. S. Kawale, Course Coordinator acted as secretary in the meeting. The Coordinator welcomed the Chairperson, Hon'ble Principal and other members and called the meeting in order with the permission of chairperson. The Coordinator read out the agenda of the meeting and subsequently discussed the matter.

- 1) Item No.1: To confirm the minutes of the last meeting.

Resolution: The minutes of the last meeting held on 20.09.2023 were read by the course coordinator and subsequently the minutes were unanimously approved.

Dr. G. S. Kawale
Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



Resolution: Course Coordinator tabled the newly framed syllabus of Certificate Course in Functional English in the meeting. After thorough discussion it was approved unanimously.

3) Item No.3: Any other matter with the permission of Chair.

Resolution: Hon'ble Principal directed the Coordinator to start admissions for the students after Diwali Vacation.

As there was no other matter to discuss, the meeting was concluded with vote of thanks by the coordinator of the course.

Name

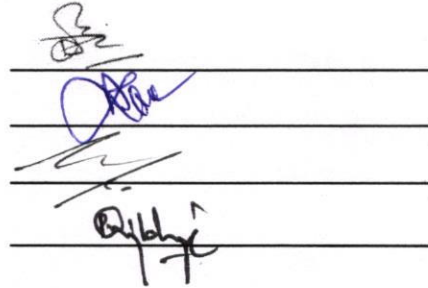
Signature

1) Hon'ble Dr. Pravin Charde

2) Dr. A P Lambat

3) Dr. G. S. Kawale

4) Mr. P. M. Gajbhiye



Nalwale
Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



Functional English

Syllabus

Objectives :

- To prepare the participants/beneficiaries for effective communication.
- To enable participants' listening, speaking, reading, writing and communicating skills.
- To prepare the participants to deal with officials, professionals, etc.
- To provide personality development training through situational role play, group discussions, presentations, etc.

- Course Feature:**
- 1) Three months course
 - 2) Two lectures in a week
 - 3) Written Test– 50 Marks
 - 4) Oral Examination – 50 Marks
 - 5) Acknowledged with Certificate

Unit 1: Vocabulary Building

- a) Household items
- b) Equipments/items for field work
- c) Words for all walks of life
- d) Words for functional communication

Unit 2: English for Etiquettes

- a) Greetings
- b) Introducing oneself
- c) Congratulating
- d) Requesting
- e) Accepting/Declining an invitation
- f) Expressing gratitude
- g) Apologizing
- h) Seeking, granting, refusing permission

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Unit 3: Formal Dialogue Building

- a) Expression for formal dialogues
- b) Semi-formal dialogues
- c) Informal dialogues
- d) Asking and Giving Directions

Unit 4: Developing Formal Writing Skills

- a) Job Application
- b) Resume Writing
- c) Invitation Writing (Formal/Informal)

Internal Assessment: Practical viva Oral and Written Examination


COURSE OUTCOME:

1. Generation of self employment.
2. Developing good vocabulary
3. Developing Writing and Speaking skill.
4. Building Self-Confidence

NAME OF THE TEACHING STAFF –

1. Dr. Girish Kawale, HOD
2. Asst. Prof. Purushottam Gajbhiye


Dr. Girish Kawale
Course Coordinator
Functional English


Dr. Pravin Charde
Principal
Sevadal Mahila Mahavidyalaya.
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Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Date : 10.10.2023

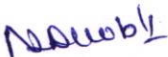
NOTICE

All the students are hereby informed that the Certificate Course in '**Functional English**' run by Department of English is designed to enhance communication skill in English language. Interested students should contact following teachers for admission on or before 16th October, 2023.

- 1) Asst. Prof. Girish Kawale, HOD, English.
- 2) Asst. Prof. Purushottam Gajbhiye.



Prof. Pravin Charde
Principal
Sevadal Mahila Mahavidyalaya.
Nagpur.


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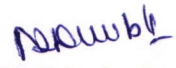
CERTIFICATE COURSE IN FUNCTIONAL ENGLISH

Academic Session: 2023-2024

STUDENT LIST

SR. NO.	NAME OF STUDENT
1	Ms. Mahek Pathan
2	Ms. Nidhi Kathe
3	Ms. Sonu Kumbhalkar
4	Ms. Pratiksha Panchbhai
5	Ms. Samiksha Panchbhai
6	Ms. Minal Ganvir
7	Ms. Drushti Nerikar
8	Ms. Pratima Haware
9	Ms. Vaishnavi Dadmal
10	Ms. Prajakta Sarangpure
11	Ms. Nandini Sawalakhe


Dr. Girish Kawale
Course Co-ordinator
Sevadal Mahila Mahavidyalaya, Nagpur


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Sevadal Mahila Mahavidyalaya
Nagpur.



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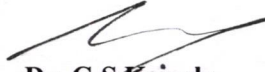
SEVADAL MAHILA MAHAVIDYALAYA

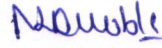
Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Date : 21.03.2024

NOTICE

All the students of Certificate Course in **Functional English** are hereby informed that the Internal Written and Oral Examination will be held on 02.04.2024 at 2.00 pm and 04.04.2024 at 01.00 pm respectively in the College Seminar Hall (Room no. 210). Students are directed to remain present.


Dr. G S Kawale
Course Coordinator
Functional English


Prof. Mrs. N S Dhoble
Off. Principal
Sevadal Mahila Mv, Nagpur


Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



SEVADAL MAHILA MAHAVIDYALAYA

Place for Higher learning & Research (Research Academy)

Sakkardara Chowk, Umrer Road, Nagpur-440024

Certificate Course in Functional English

Internal Examination 2023-24

Full Marks: 40

Time: 30 Min

All questions are compulsory.

Que.1. Fill in the blank space with correct choice to complete the meaningful dialogue between A and B. 10 M

1. A: Thank you for meeting us.

B: _____.

a. Are you welcome? b. You're welcome! c. You too!

2. A: Good morning. P& G speaking. How _____?

B: Good morning. Can I speak to Mr Thompson, please?

a. can I help b. I can help? c. are you

3. A: _____, everybody.

B: Hello, Miss Oroya. Nice to see you.

a. Good bye. b. Bye c. Good afternoon

4. A: What's your _____?

B: It's t.glovk_21@gmontero.pe

a. address email b. email address. c. post code

5. A: Hello. I _____ here for a conference.

B: Welcome!

a. Are b. am c. is

6. A: Could you _____ your surname for me, please?

B: Sure. It's B-R-O-W-N.

a. Say b. repeat c. spell

7. A: And what company _____?

B: I'm from Adidas.

a. you are from b. are you from c. you are

8. A: Excuse me, what _____ for Poland?

B: It's 51.

a. is your code b. the area code c. is the area code

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9. A: Can I _____ to Liz Suazo, please?

B: May I ask who's calling?

a. Repeat b. speak c. help

10. A: Sorry Sally. I'm very busy. _____ later?

B: OK.

a. I can call you back b. Can I back call c. Can I call you back

Que. 2. Write a job application for the post of Sales executive in the RRR
Automotive Motors. 10 M

Que. 3. Assume that you are the job seeker. Write a resume to apply in different
companies. 10 M

Que. 4. Write an invitation letter to your friend asking for his presence at the
House Warming ceremony. 10M

N. D. W. B. K.
Off. Principal
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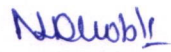
CERTIFICATE COURSE IN FUNCTIONAL ENGLISH

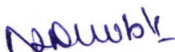
Academic Session : 2023-2024

MARK SHEET

Sr. No.	NAME OF STUDENT	MARKS OBTAINED			IN WORDS	GRADE
		Theory (40)	Internal Assessment (60)	Total (100)		
1	Ms. Mahek Pathan	36	50	86	Eighty Six	A
2	Ms. Nidhi Kathe	36	50	86	Eighty Six	A
3	Ms. Sonu Kumbhalkar	35	50	85	Eighty Five	A
4	Ms. Pratiksha Panchbhai	20	30	50	Fifty	B
5	Ms. Samiksha Panchbhai	22	30	52	Fifty Two	B
6	Ms. Minal Ganvir	25	35	60	Sixty	A
7	Ms. Drushti Nerikar	35	45	80	Eighty	A
8	Ms. Pratima Haware	30	40	70	Seventy	A
9	Ms. Vaishnavi Dadmal	25	45	70	Seventy	A
10	Ms. Prajakta Sarangpure	20	25	45	Forty Five	B
11	Ms. Nandini Sawalakhe	20	45	65	Sixty Five	A


Dr. G S Kawale
Course Coordinator
Functional English


Prof. Mrs. N S Dhoble
Off. Principal
Sevadal Mahila Mv, Nagpur


Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



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SEVADAL MAHILA MAHAVIDYALAYA
Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Date -18.04.2024

NOTICE

All the members of the Department of English are hereby informed that the meeting regarding the Certificate Course in '*Functional English*' has been scheduled on 24th April 2024 at 11.00 am at the Hon'ble Principal's Chamber.

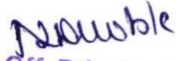
Hon'ble Principal Sir will chair the meeting in presence of Dr. A P Lambat, NAAC Coordinator.

Agenda of the meeting:

- 1) To confirm the minutes of the last meeting.
- 2) To review the progress of the course '*Functional English*'.
- 3) Any other matter with the permission of the Chair.


Asst. Prof. G S Kawale
Course Coordinator
Functional English

Copy to:
Dr. A P Lambat, IQAC Coordinator


Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



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SEVADAL MAHILA MAHAVIDYALAYA

Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Minutes of the Meeting 24.04.2024
Certificate Course in 'Functional English'

The meeting regarding the Certificate Course in '*Functional English*' was held on 24.04.2024 at 11.00 am in the Hon'ble Principal's Chamber. Hon'ble Principal Sir presided over the meeting.

Agenda of the meeting:

1. To confirm the minutes of the last meeting.
2. To review the progress of the course '*Functional English*'.
3. Any other matter with the permission of the Chair.

Following Members were present.

- | | |
|--------------------------------------|--------------------|
| 1) <u>Prof. Mrs. N S Dhoble,</u> | Chairman |
| 2) <u>Dr. A P Lambat</u> | IQAC Coordinator |
| 3) <u>Dr. G. S. Kawale</u> | Course Coordinator |
| 4) <u>Asst. Prof. P. M. Gajbhiye</u> | Member |

Mr. G. S. Kawale, Course Coordinator acted as secretary in the meeting. The Coordinator welcomed the Chairperson, Hon'ble Principal and other members and called the meeting in order with the permission of chairperson. The Coordinator read out the agenda of the meeting and subsequently discussed the points according to the agenda of the meeting.

- 2) Item No.1: To confirm the minutes of the last meeting.

Resolution: The minutes of the last meeting held on 03.10.2023 were read by the course coordinator and after through discussion the minutes were unanimously approved.

- 2) Item No.2: To review the progress of the course '*Functional English*'.

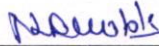
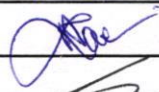
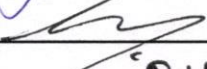
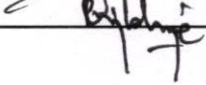
Resolution: Course Coordinator presented exam result of the Certificate Course in Functional English. He also furnished the details of certificate course. It was approved unanimously.

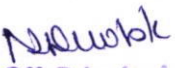
N. S. Dhoble
Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.



3) Item No.3: Any other matter with the permission of Chair.

Resolution: Hon'ble Principal Sir instructed to distribute certificates to the students on the accomplishment of certificate course.

<u>Name</u>	<u>Signature</u>
5 Hon'ble Prof. Mrs. N S Dhoble	
6 Dr. A P Lambat	
7 Dr. G. S. Kawale	
8 Mr. P. M. Gajbhiye	


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