

Dr. B. B. Hegde First Grade College, Kundapura

REGULATIONS GOVERNING CERTIFICATE COURSE

1. **Title:** The programme shall be called Certificate course in respective disciplines.
2. **Eligibility for Admission:** A candidate admitted to any degree in Dr. B. B. Hegde First Grade College is eligible for admission to certificate course.
3. **Duration:** Duration of the certificate course shall be minimum of 30 hours of instruction including practical and should be completed in an academic year.
4. **Medium of instruction:** Medium of instruction and examination shall be in English/Kannada.
5. **Attendance:** A candidate shall be considered to have a satisfied requirement of attendance for the programme, if he/ she attend not less than 75% of classes actually held in each subject computed for theory or practical where ever applicable. However, shortage of attendance of 60% is condoned by the coordinator of the certificate course or the Principal.
6. **Hours of instruction and examination:** 30 hours minimum instruction.

Hours: 2 hrs/ week

Duration of Exam: 3hrs.

Max. Marks: 100/Subject

Min. Marks: 35%

Percentage of marks for declaration of grades: The grades are declared as following:

Aggregate percentage	Grade point	Alpha sign grade	Class
90% and above	9	O	First class with distinction
80% and above but below 90%	8	A ⁺⁺	
70% and above but below 80%	7	A ⁺	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B ⁺	High Second Class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail

ATTESTED

Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201

Principal
Dr. B. B. Hegde First Grade College
Kundapura

GUIDELINES FOR CONDUCTING CERTIFICATE COURSE

IN

Dr. B. B. Hegde First Grade College, Kundapura

1. The Students are permitted to take up any number of certificate courses according to their wish during the regular study in the College.

2. Admission procedure for certificate course:

2.1 Each department should provide the detailed syllabus and examination pattern of certificate course by the last working day of academic year for admission in the next academic year for the programme to the coordinator of certificate course.

2.2 The Coordinator would prepare the list of all available certificate courses and publish it in the prospectus of the College and publish in the College notice board for admission.

2.3 A student desired to admit to certificate course shall obtain application form from College office and submit it to the Head of the department of the concerned department organizing certificate course.

2.4 The Head of the department of departments should submit the application form to the coordinator.

2.5 The coordinator should publish the list of selected candidates and students should pay the fee within a week after publication of list.

2.6 The Head of the departments are required to enroll the students for classes after verifying fee paid receipt.

2.7 A student once joined the course is not permitted to discontinue for any reason and in no circumstances the fee paid will be refunded.

3. Examination:

3.1 After completion of course each department should submit the attendance particulars and details of class conducted to the coordinator, on approval of coordinator the examination process can be initiated.

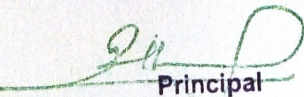
3.2 Each department should prepare question paper in accordance with the regulations and conduct the examination.

- 3.3 After the evaluation, mark sheet of students should be submitted to coordinator of the programme as per the schedule.
- 3.4 If student fails to get the minimum percentage of marks then they should appear for re-examination when it is offered.
- 3.5 The certificate will be issued by the coordinator through College office with seal and signature of the Principal.

4. Academic calendar for certificate course:

- 4.1 Admission to the course: Within 15 days after reopening of College/Semester.
- 4.2 Publication of selected course: First week after reopening of College/Semester.
- 4.3 Payment of fees: Within third week after reopening of College/Semester.
- 4.4 Submission of shortage of attendance and course completion form to coordinators: Two weeks before commencement of examination.
- 4.5 Examination: one week before last week of respective academic year/ semester.
- 4.6 Announcement of result: Before commencement of next academic year.
- 4.7 Issue of certificate: First week of next academic year/ semester.

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Principal

Dr. B. B. Hegde First Grade College
Kundpaura - 576201


Principal
PRINCIPAL

Dr. B. B. Hegde First Grade College
Kundapura

REMUNERATION AND FEES OF CERTIFICATE COURSE

1. Remuneration for the conductance of course should be approved by the coordinator of the course and the Principal of Dr. B. B. Hegde First Grade College, Kundapura.
2. Remuneration for teachers should be predecided in consultation with coordinator and the Principal by respective head of the departments or programme in-charge of respective course.
3. The fee for each course should be decided by the coordinator of the course with consultation of the Principal.
4. The fee would be collected by the college office and all the expenses will be paid by the office.
5. Except in the case of unavoidable conditions, expenses of the course should not exceed the income.

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Kundapura - 576201



Principal
PRINCIPAL


Dr. B. B. Hegde First Grade College
Kundapura

**Documents to be submitted to the Coordinator of Certificate
course
by the HOD**

1. Application Form
2. Certificate Course Profile
3. Syllabus copy in prescribed format
4. Budget Form
5. List of students with allotted Register No.
6. Admission Register
7. Attendance Register
8. Attendance Shortage Form
9. Course Completion Form
10. Expense Form With Bills
11. Marks Card

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Kundapura

Dr. B. B. Hegde First Grade College, Kundapura

DEPARTMENT OF ENGLISH

SPOKEN ENGLISH CERTIFICATE COURSE

2019-20

Introduction:

Speaking English is no longer a luxury to be enjoyed by a few people in the élite class, but has become a necessity in the backdrop of increased competition, information sharing and enlarged horizon of activities. By learning to speak English confidently, the student can enlarge his/her vision of thinking, expand the circle of contacts and contribute in an increasing measure to the organization he/she is working for. Speaking English also makes the student more confident to foster the students' ability of the oral expression and social interaction.

Objectives:


- To communicate more effectively in English.
- To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
- To improve your spoken English skills.
- To build up the learners confidence in oral and interpersonal communication.

Learning Outcomes:

At the completion of the course the learner will be able to:

- i) Develop vocabulary and improve the accuracy in grammar.
- ii) Produce words with right pronunciation.
- iii) Speak with more confidence and listen carefully to build rapport.
- iv) Steer conversations and influence people

ATTESTED


Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201


COORDINATOR


H.O.D. English
Dr. B. B. Hegde First Grade College
Kundapura - 576201


PRINCIPAL
Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA

DEPARTMENT OF ENGLISH

SPOKEN ENGLISH 2019-20

Coordinators:

- Mrs. Spoorthy S. Fernandes
- Ms. Amratha

Introduction:

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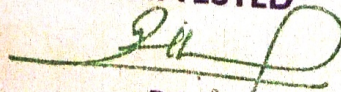
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Principal

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Kundapura - 576201**



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Kundapura -576201**

Dr. B. B. Hegde First Grade College, Kundapura

DEPARTMENT OF ENGLISH

Certificate Course in Spoken English: 2019-20

Result Sheet

Co-ordinator: Ms. Amratha

Total Marks: 100

Sl. No.	Register No.	Name of the Student	Marks Obtained	Grade Point	Alpha Sign Grade
1.	ENGSPN001	Rashmitha S. Shetty	82	8	A++
2.	ENGSPN002	Apoorva Shetty	84	8	A++
3.	ENGSPN003	Sulatha	73	7	A+
4.	ENGSPN004	Ashwini G.	78	7	A+
5.	ENGSPN005	Savitha	67	6	A
6.	ENGSPN006	Nisha	71	7	A+
7.	ENGSPN007	Sridevi	68	6	A
8.	ENGSPN008	Gayathri	81	8	A++
9.	ENGSPN009	Gowthami U. Shetty	79	7	A+
10.	ENGSPN010	Prakrathi Hegde	73	7	A+
11.	ENGSPN011	K. P. Meghana	84	8	A++
12.	ENGSPN012	Likhitha Shetty	76	7	A+
13.	ENGSPN013	Swasthik	82	8	A++
14.	ENGSPN014	Sushmitha	66	6	A
15.	ENGSPN015	Shreya	81	8	A++
16.	ENGSPN016	Rajani	78	7	A+
17.	ENGSPN017	Sahana	83	8	A++
18.	ENGSPN018	Preethi	78	7	A+
19.	ENGSPN019	Nishitha	68	6	A
20.	ENGSPN020	Sushmitha	74	7	A+
21.	ENGSPN021	Nishmitha	82	8	A++
22.	ENGSPN022	Nethravathi A.	77	7	A+
23.	ENGSPN023	Prajna	72	7	A+

24.	ENGSPN024	Suchithra	82	8	A++
25.	ENGSPN025	Suchithra	81	8	A++
26.	ENGSPN026	Josin Joseph	79	7	A+
27.	ENGSPN027	Deekshith Kumar	73	7	A+
28.	ENGSPN028	Anusha	68	6	A
29.	ENGSPN029	Pavithra	72	7	A+
30.	ENGSPN030	Roshan	64	6	A
31.	ENGSPN031	Madhuvratha M. K. L.	85	8	A++
32.	ENGSPN032	Lavanya V. Poojary	79	7	A+
33.	ENGSPN033	SammithaShetty	76	7	A+
34.	ENGSPN034	PrafullaFernandes	82	8	A++
35.	ENGSPN035	Nisha	72	7	A+
36.	ENGSPN036	S. H. AkshathaShetty	73	7	A+

Mr. Shivaraj C.
Chief Co-ordinator
Certificate Course

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Principal

Dr. B. B. Hegde First Grade College Kundapura - 576201

Principal
PRINCIPAL

Dr. B. B. Hegde First Grade College
Kundapura

Dr. B. B. Hegde First Grade College, Kundapura

DEPARTMENT OF ENGLISH

SPOKEN ENGLISH CERTIFICATE COURSE

SYLLABUS

2019-20

Duration of Exam: 3 Hrs

Max. Marks : 100

Total Number of Hours : 30

Objectives:

- To communicate more effectively in English.
- To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
- To improve spoken English skills.
- To build up the learners confidence in oral and interpersonal communication.

Learning Outcomes:

At the completion of the course the learner will be able to:

- i) Develop vocabulary and improve the accuracy in grammar.
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MODULE ONE (GRAMMAR) – 10 hours

- 1) Parts of Speech -3 hours
- 2) Be forms of Verbs – 1hour
- 3) Present Tense – 1hour
- 4) Past Tense – 1hour
- 5) Future Tense – 1 hour
- 6) Active Voice & Passive Voice – 3 hours

MODULE TWO (SPOKEN ENGLISH) – 20 hours

- 1) Introducing yourself and others – 2 hours
- 2) Expressing yourself and describing others – 2 hours
- 3) Conversational Practices involving Direction, Expressing Gratitude, Suggestions, Apologizing and opinions. – 4 hours
- 4) Use full Expressions – 2 hours
- 5) General Conversation – 5 hours
- 6) Telephone and E-mail Etiquettes – 2 hours
- 7) How to face an Interview? – 3 hours

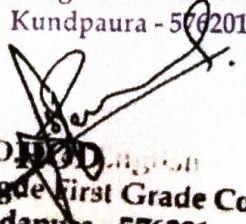
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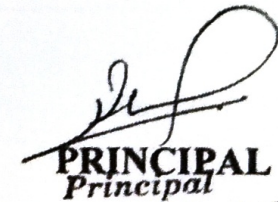
Principal

Dr. B. B. Hegde First Grade College
Kundapura - 576201

Amratha
COORDINATOR



H.O.D.
Dr. B. B. Hegde First Grade College
Kundapura - 576201



PRINCIPAL
Principal
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Kundapura -576201

Dr. B. B. Hegde First Grade College, Kundapura


DEPARTMENT OF ENGLISH

Certificate Course in Spoken English


Budget for the year 2019-20


Receipt	Rs.	Payment	Rs.
Collection from students (36 x 350)	12,600	Guest Faculty Honorarium Certificate Xerox and Material Remuneration to the staff Miscellaneous Refreshments	3,000 800 1800 4,000 1,000 2,000
	12,600		12,600

ATTESTED


Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201

Anuratha
Coordinator


H.O.D. of English
Dr. B. B. Hegde First Grade College
Kundapura - 576201


Principal
Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201

Dr. B. B. Hegde First Grade College, Kundapura

DEPARTMENT OF ENGLISH

Certificate Course in Spoken English

List of the students with allotted Register Number:

Sl. No.	Register No.	Name of the Student
1.	ENGSPN001	Rashmitha S. Shetty
2.	ENGSPN002	Apoorva Shetty
3.	ENGSPN003	Sulatha
4.	ENGSPN004	Ashwini G.
5.	ENGSPN005	Savitha
6.	ENGSPN006	Nisha
7.	ENGSPN007	Sridevi
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14.	ENGSPN014	Sushmitha
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16.	ENGSPN016	Rajani
17.	ENGSPN017	Sahana
18.	ENGSPN018	Preethi
19.	ENGSPN019	Nishitha
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34.	ENGSPN034	Prafulla Fernandes
35.	ENGSPN035	Nisha
36.	ENGSPN036	S. H. Akshatha Shetty

ATTESTED



Principal

Dr. B. B. Hegde First Grade College
Kundpaura - 576201

Anuratha
Coordinator

HOD

**Dr. B. B. Hegde First Grade College
Kundapura - 576201**

Principal
Principal

**Dr. B.B. Hegde First Grade College
Kundapura -576201**

REGISTER OF ATTENDANCE NO. 6 105

Name of the Institute

Section

Page

Admission No.	NAME	Date												No. of days present	Total																				
		1	2	3	4	5	6	7	8	9	10	11	12																						
002	ENGSENDI Rameshtha S.	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	31	28	28	
003	Apparva Shetty	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	26	26
004	Sulatha G.	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	25	25
005	Ashwini G.	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	31	27	27	
006	Savitha	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	25	25
007	Nisha	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	31	27	27	
008	Sridevi	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	31	28	28	
009	Gayathri	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	31	27	27	
010	Gowthami U.	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	31	26	26	
011	Prakrathi Hegde	0	1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	27	27	
012	K.P. Meghana	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	31	28	28	
013	Likshitha Shetty	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	31	28	28	
014	Swarthik	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	31	27	27	
015	Sushmitha	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	31	27	27	
016	Sireya	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	31	27	27	
017	Rajani	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	31	27	27	
018	Sabana	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	31	27	27	
019	Freehi	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	31	27	27	
020	Nishitha	0	1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	27	27	
021	Sushmitha	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	31	27	27	
022	Nishmitha	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	31	27	27	
023	Nethravathi A.	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	31	27	27	
024	Pragna	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	31	27	27	
025	Suchitha	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	31	27	27	
026	Suchitha	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	31	27	27	
027	Josia Joseph	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	31	27	27	
028	Deekshith Kumar	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	31	27	27	
029	Anusha	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	31	27	27	
030	Pavithra	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	31	27	27	
030	Roshan	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	31	27	27	

Number present M
Daily E

Initial M
E

FOR THE MONTH OF

REGISTER OF ATTENDANCE & FEES

Name of the Institute

Place

Section

Enrollment No.	Admission No.	NAME	19							20							21							22							23							24							25							26							27							28							29							30							31						
			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	31	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	31																													
032		Madhuvratna	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	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	31																															
033		Sammitha	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	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	31																															
034		Profulla	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	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	31																															
035		Nirha	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	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	31																															
036		Abhaatha Sh. Hy	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	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	31																															

Number present M
Daily E

Initial M
E

Attendance during the month

ATTESTED

Signature of the Institute

Name of the Institute

Date of the month



**Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA**

Certificate Course

SPOKEN ENGLISH

This is to certify that Mr/Miss.....RASHMITHA S.....SHETTY, III, B. Com. 'A'.....

has successfully completed Spoken English Certificate Course during the year...2018-20.....

[Signature]

**Principal
PRINCIPAL**

**Dr. B. B. Hegde First Grade College
Kundapur**



TESTED

Principal

Chief Co-ordinator

**Dr. B. B. Hegde First Grade College
Kundapur - 576201**

Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA

Certificate Course

SPOKEN ENGLISH

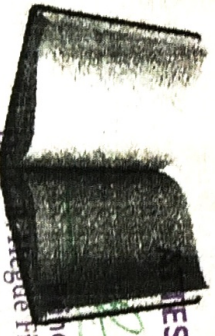


This is to certify that Mr/Miss...MADHUVRATHA...M.K.L...T. B.S...
has successfully completed Spoken English Certificate Course during the year...2018...20...

[Handwritten signature]

Principal
PRINCIPAL

Dr. B. Hegde First Grade College
Kundapura



TESTED

[Handwritten signature]

[Handwritten signature]

Chief Co-ordinator

Principal
Dr. B. Hegde First Grade College
Kundapura - 576201