

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 attends 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: 3 hrs.

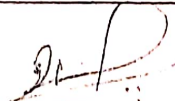
Max. Marks: 100/Subject

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


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


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

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 prospects 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.

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




- 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.



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


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

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.


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


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

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

**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


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


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

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

DEPARTMENT OF ENGLISH

FUNCTIONAL ENGLISH CERTIFICATE COURSE

SYLLABUS

2021-22

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 language.
- 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.


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) Phonics - 1 hour
- 6) Active Voice & Passive Voice - 3 hours

MODULE TWO (SPOKEN ENGLISH) - 20 hours

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


COORDINATOR


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


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

PRINCIPAL

Dr. B.B. Hegde First Grade College, Kundapura
Certificate Course : Functional English : 2021-22

Sl. No	Roll No	Class/ Section	Student Reg No	Student Name	Remarks
1	CM21016	I B.Com A	U05BB21C0108	DAMODAR MOHAN SHANUBHAG	
2	CM21089	I B.Com B	U05BB21C0005	BHOOMIKA	
3	CM21119	I B.Com B	U05BB21C0116	PANNAGA V	
4	CA21003	I BCA	U05BB21S0067	ABU HUZAIFA	
5	CA21006	I BCA	U05BB21S0004	AKSHAY PARAMESHWAR ACHARI	
6	CA21009	I BCA	U05BB21S0007	APEKSHA	
7	CA21012	I BCA	U05BB21S0010	ASHALATHA KARNIK	
8	CA21018	I BCA	U05BB21S0016	DEEKSHA	
9	CA21021	I BCA	U05BB21S0019	DHANUSH	
10	CA21030	I BCA	U05BB21S0066	KEERTHANA	
11	CA21033	I BCA	U05BB21S0028	MANJUNATHA SHETTY	
12	CA21034	I BCA	U05BB21S0105	MEGHANA CHANDRA SHETTY	
13	CA21036	I BCA	U05BB21S0061	NAMRATHA	
14	CA21041	I BCA	U05BB21S0034	PRATHIKSHA	
15	CA21043	I BCA	U05BB21S0036	PRATHYAKSHA SHETTY	
16	CA21046	I BCA	U05BB21S0039	RASHMITHA R	
17	CA21066	I BCA	U05BB21S0055	TEJASHREE VENKATESH NAIK	
18	BA21029	I BBA	U05BB21M0009	SWASTHIK BABU DEVADIGA	
19	CM21028	I B.Com A	U05BB21C0038	KOUSHIK	
20	CM21063	I B.Com A	U05BB21C0044	SUMEDA	
21	CM21068	I B.Com A	U05BB21C0053	VIJETH	
22	CM21069	I B.Com A	U05BB21C0054	VINAY KUMAR SHETTY	
23	CM21070	I B.Com A	U05BB21C0132	VISHWANATH	


PRINCIPAL



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

Certificate Courses: 2021-22

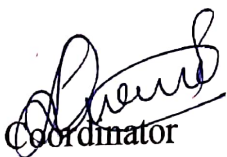
Result Sheet

Course Name: *Functional English*

Total Marks: 100

Coordinator: *Mrs. Lona D'Souza*

Sr. No.	Name	Roll No.	Marks Obtained out of 100	Grade Point	Alpha Sign Grade
1	Damodar M Shanubhag	CM21016	73	7	A+
2	Bhoomika	CM21089	85	8	A++
3	Pannaga V	CM21119	76	7	A+
4	Abu Huzaifa	CA21003	62	6	A
5	Akshay P Achari	CA21006	65	6	A
6	Apeksha	CA21009	75	7	A+
7	Ashalatha Karnik	CA21012	93	9	O
8	Deeksha	CA21018	88	8	A++
9	Dhanush	CA21021	77	7	A+
10	Keerthana	CA21030	73	7	A+
11	Manjunatha Shetty	CA21033	74	7	A+
12	Meghana C Shetty	CA21034	82	8	A++
13	Namratha	CA21036	83	8	A++
14	Prathiksha	CA21041	91	9	O
15	Prathyaksha Shetty	CA21043	84	8	A++
16	Rashmitha R	CA21046	87	8	A++
17	Tejashree V Naik	CA21066	76	7	A+
18	Swasthik B Devadiga	BA21029	55	5	B+
19	Koushik	CM21028	56	5	B+
20	Sumeda	CM21063	68	6	A
21	Vijeth	CM21068	67	6	A
22	Vinay K Shetty	CM21069	53	5	B+
23	Vishwanath	CM21070	69	6	A


Coordinator


Principal

Roll No.

**Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA
DEPARTMENT OF ENGLISH
SPOKEN ENGLISH CERTIFICATE COURSE EXAMINATION-2022**

Time: 3 hour

Maximum Marks: 100

Section – A

I Fill in the blanks with the right form of verbs: (2 × 10 = 20)

1. Mr. John is a rich person _____ not happy (but / and)
2. Will you please give me _____ money? (any/some)
3. He was absent _____ he was sick. (because/during)
4. _____ I come in sir? (May/can)
5. You are sitting _____ Seeta and Geetha. (between/among)
6. _____ you lift the box? (Can/May)
7. the / won / have/ they/ match/ (Rearrange)
8. He _____ (buy) a new house last month.
9. She was crying when I _____ her. (meet)
10. Jeethu _____ (sleep) because he is sick.

II Change the tenses of the sentences according to the instructions given in the brackets: (2 x 5 = 10)

1. I will not allow this to happen (Change it to simple past)
2. I ran as fast as I could. (Future continuous)
3. He is riding a horse. (Future continuous)
4. He earns a six figure salary. (Present perfect continuous)
5. He did not know anything. (Simple present)

3. Write a short paragraph to introduce yourself at a Placement training workshop. Remember to include information such as- where you hail from, what language you speak, what you do in your free time and what kind of person you are. (6)
4. You are at a Government bus stand and a stranger approaches you in order to find his/her way to a nearby Vegetarian restaurant. Write a conversation between you and the stranger about the same. (8)
5. You meet your classmate at your cousin's marriage, you are eager to know everything that happened recently in their life. Write a conversation between you and your friend regarding the same. (8)
6. You have been shortlisted for an interview at a reputed institution. Write a sample conversation between you and you're your prospective employer. (8)
7. It is your last day at work today. Write a speech of gratitude which you need to give. (6)
8. Write a letter of apology to your class mentor regarding shortage of attendance in your English subject. (8)
9. Imagine you are state level Gold medal winner in quiz competition and you are supposed to attend an interview at conference. How will you convey your experience and the hardship that you have faced? Write a paragraph on it. (8)
10. You are at a farewell program and you have to introduce the chief guest's achievement and awards gained, to the gathering. (8)

11. Punctuate the following:

(2 x 5 = 10)

- a. I didnt know what to do so I did something Im good at that is to ask people to enquire them hence I know many things.
- b. Though I am not fond of icecream I simply try to indulge in it it worsens my teeth sensivity gives me cold but still I continue to indulge myself in it .

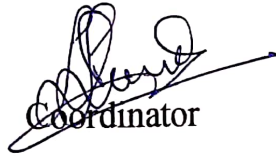
Dr. B. B. Hegde First Grade College, Kundapura

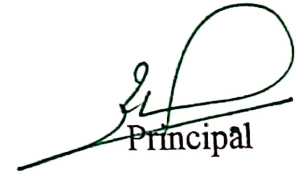
Department of English

Certificate Course on Functional English

Budget for the year 2021-22

Receipts	₹	Payments	₹
Fees collected from students (23 x 250)	5750	Certificate Study Materials Staff Remuneration Refreshment Miscellaneous	660 1150 3000 690 250
	5750		5750


Coordinator


Principal

Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA



Certificate Course

FUNCTIONAL ENGLISH

This is to certify that Mr/Miss.....*N. J. B. T. H.*.....

has successfully completed Functional English Certificate Course during the year....*2021-22*....

Prof K. Umesh Shetty
Principal


Satish Shetty
Chief Co-ordinator

Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA



Certificate Course

FUNCTIONAL ENGLISH

This is to certify that Mr./Miss.....*PANNAQA*.....*V*.....

has successfully completed Functional English Certificate Course during the year.....*2021-22*.....

Prof K. Umesh Shetty
Principal

Satish Shetty
Chief Co-ordinator

