



Department of English
MARY MATHA ARTS & SCIENCE COLLEGE
MANANTHAVADY

(Affiliated to Kannur University)

www.marymathacollege.ac.in, mmcmntdy@gmail.com

Toby K Joseph
Assistant Professor

22 November 2021

The Principal
Mary Matha Arts & Science College
Mananthavady

Sir

Subject: Commencement of Certificate Course by the Department of English

We are planning to conduct a certificate course in English Language Skills (Code no. FNGLS 21-22). The total contact hours will be 30. I request you to kindly grant permission to conduct the aforementioned course and also request your kind support for its successful completion

The details are attached for your kind perusal.

Thank you.

Sincerely

Toby K Joseph

Forwarded,

George Thomas
George Thomas
Associate Professor and Head
Department of English
Mary Matha Arts and Science College
Mananthavady - 670 645
Ph: 9847766502

Recommended by Forwarded

ICAC
ICAC Co-ordinator
Mary Matha Arts & Science College
Vemom (P.O), Mananthavady-670645



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**CERTIFICATE COURSE IN ENGLISH LANGUAGE
SKILLS**
(CODE NO. FNGLS 21-22)

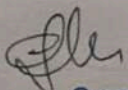
Applications are invited

- Duration : 30 hours
- Registration fees: Nil
- Last date for submission of application: 12/12/2021

Course Starts from 5/1/2022

For further details:

Toby K Joseph, Assistant Professor and Course Coordinator
(99613 54120)


George Thomas
Associate Professor and Head
Department of English
Mary Matha Arts and Science College
Mananthavady - 670 645
Ph: 9847766407



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Toby K Joseph
Assistant Professor

22 November 2021

The Principal
Mary Matha Arts & Science College
Mananthavady

Sir

Subject: Constitution of Board of Studies for Certificate Course in English Language Skills

We would like to constitute a Board of Studies for the conduct of **Certificate Course FNGLS 21-22 English Language Skills**. Kindly approve the following panel of members.

Sl no	Name	Designation	College	Remarks
1	George Thomas	HoD	Mary Matha College, Mananthavady	Chairman
2	Toby K Joseph	Assistant Professor	Mary Matha College, Mananthavady	Coordinator
3	Athira M S	Assistant Professor	Mary Matha College, Mananthavady	Member
5	Mr Ramachandran K	Assistant Professor	St.Mary's College, Bathery	Member
6	Ms Athira Mohanan	Assistant Professor	Government College, Mananthavady	Member

We request you to grant us permission to constitute the Board of Studies.
Thank you.

Sincerely

Toby K Joseph

Forwarded

Antony

George Thomas
Associate Professor and Head
Department of English
Mary Matha Arts and Science College
Mananthavady - 670 645
Ph: 9847766502



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**CONSTITUTION OF THE BOARD OF STUDIES FOR THE CERTIFICATE COURSE IN
ENGLISH LANGUAGE SKILLS (FNGLS 21-22)**

Board of studies: Board of Studies shall constitute the following members:

- The Chairperson of the Board of Studies shall be appointed by the Principal from the Department of English
- Experts of the subject concerned from in and outside the University to be appointed by the Principal

Functions of the Board of Studies: The following shall be the functions of the Board of Studies:

- To frame and revise as frequently as necessary the syllabus of the subject concerned shall be the main function of the Board of Studies.
- To recommend the rules, regulations, and minimum qualifications required for admission to the subject /course concerned
- To prepare/revise panels of paper setters and examiners for valuation and viva-voce.
- To prepare model question papers for the subject concerned as and when there is a revision of syllabus

Board of Studies Members:

Sl no	Name	Designation	College	Remarks
1	George Thomas	HoD	Mary Matha College, Mananthavady	Chairman
2	Toby K Joseph	Assistant Professor	Mary Matha College, Mananthavady	Coordinator
3	Athira M S	Assistant Professor	Mary Matha College, Mananthavady	Member
4	Ramachandran K	Assistant Professor	St Mary's College, Bathery	Member
5	Athira Mohanan	Assistant Professor	Government College, Mananthavady	Member

**PROCEEDINGS OF THE PRINCIPAL, MARY MATHA ARTS & SCIENCE COLLEGE,
MANANTHAVADY, WAYANAD – 670645.**

Sub:- Coll. Edn- Certificate Course – English language Skills (Code –FNGLS21-22)
Board of Studies (BOS) - Sanctioned- orders issued – reg.

Ref:- (1) The College Council meeting held on 01/12/2021.

MMC/CC/2021(8)

DATED: 02.12.2021

ORDER

As per reference cited(1) above the College Council meeting held on 01/12/2021 has decided to approve the Board Of Studies(BOS) of Certificate Course in English language Skills (Code – FNGLS21-22) proposed by the Department of Functional English during the Academic year 2021-2022.

Board of Studies for the Certificate Programme is constituted with the following members

Name of the Teacher	Designation	Institution	Remarks
Mr. George Thomas	HoD	Mary Matha Arts & Science College Mananthavady	Chairman
Mr. Toby K Joseph	Assistant Professor	Mary Matha Arts & Science College, Mananthavady	Coordinator
Ms. Athira M S	Assistant Professor	Mary Matha Arts & Science College Mananthavady	Member
Mr. Ramachandran K	Assistant Professor	St. Mary's College Bathery	Member
Ms. Athira Mohanan	Assistant Professor	Govt. College Mananthavady	Member

The following shall be the functions of the Board of Studies:

- To frame and periodically revise the syllabus of the certificate course.
- To recommend to the rules, regulations and qualifications required for admission in to the course.
- To prepare/ revise panel of paper setters and examiners for valuation, practical and viva-voce.
- To prepare model question papers for the course.

The Chairman of the BOS is authorized to convene the meeting either in offline or online mode as when required.



Karthikeyan

Principal

Mary Matha Arts & Science College
Vemom, Mananthavady 670645



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Minutes of the Board of Studies for the Certificate Course held on 2nd December 2021

Agenda

1. To approve the request for a new certificate course in the department
2. Approval of the syllabus submitted by the coordinator
3. Finalization of the schedule of the course to be conducted
4. Format of the examination

Decisions taken

1. Decided to conduct Certificate Course in English Language Skills (Code no. FNGLS 21-22)
2. The syllabus submitted by the coordinator is approved. It has been decided to collect the duly filled application forms before 12/12/2021
3. Decided to commence classes from 5/1/2022

Members present

Mr George Thomas

Mr Toby K Joseph

Ms Athira M S

Mr Ramachandran K

Ms Athira Mohanan

The meeting was held in the online mode.

George Thomas
Associate Professor and Head
Department of English
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APPLICATION FORM

FNGLS 21-22 CERTIFICATE COURSE IN ENGLISH LANGUAGE SKILLS

Name (in Block Letters) :

Address :

Phone no :

Email id :

Department :

Semester :

Reason for selecting this course:

For office use only

The application is verified and found correct
The candidate is eligible for admission to the course

Course Coordinator

HoD

**Department of English
Certificate Course
English Language Skills**

Course Code	Total Hours	Time
FNGLS 21-22	30	3.30pm to 4.30pm

Course Outcome

To familiarize the students with the use of English in communication and help them:

- Acquire the ability to expand their linguistic resources to enhance communicative competence
- To develop listening, speaking, reading and writing skills in such a way that they improve the ability to exchange information, grasp and express ideas, feelings etc. with clarity and confidence
- To increase the employability of the students by improving their overall communicative efficiency

Module 1

Root words, synonyms and antonyms, phrasal verbs and idioms
One-word substitutions; Easily confused words, spellings
Correction of errors in a sentence, Rearranging words in a sentence
Rearranging sentences for a meaningful passage

Module 2

Telephone and Mobile Phone Etiquette.
Email – The major elements.
Applying for a job – Preparing a CV – Cover letter – Leave letter
Preparing for an Interview

Module 3

Presentation Skills
Group Discussions – Difference between GD and Debate- Types of GD – Opening of a GD – Summarizing a Discussion – Tips for GD
Professional Etiquette – Learning to greet, art of small talk

Books for Reference:

1. Kumar, Sanjay & Pushpa Latha, *English Language and Communication Skills*. Oxford University Press India.
2. *Towards Academic English: Developing Effective Writing Skills*. New Delhi: Cambridge UP, 2007.
3. *Oxford Guide to Effective Writing and Speaking*. OUP, 2007.
4. *English for Careers*. Pearson, 2009
5. Kaul, Asha. *The Effective Presentation*. New Delhi: Response
6. *English for Career Development*. Orient Longman, 2006.

Online Content

1. Mastering the Art of the Interview | Ashley Rizzotto | TEDxNSU - YouTube
2. How to Have a Good Conversation | Celeste Headlee | TEDxCreativeCoast - YouTube
3. Learning a language? Speak it like you're playing a video game | Marianna Pascal | TEDxPenangRoad - YouTube

Department of English
Certificate Course in English Language Skills
(2021-2022)
Students List

Sl No	Name	Department
1	Vidya Vijayan	B A English
2	Vishnu M	B A English
3	Sandhya M	B A English
4	Shabana	B A English
5	Fathimathul Farisha	B A English
6	Anurag A Raveendran	B A English
7	Erfana Nesrin	B A English
8	Shamna Sherin V M	B A English
9	Jemshiya Jasmin	B A English
10	Manjusha C M	B A English
11	Nandana V S	B A English
12	Fida Fathima	B A English
13	Rinsha Sherin	B A English
14	Nimisha Jomon	B A English
15	Shahana M S	B A English
16	Arshad K	B A English
17	Anilit Johnson	B A English
18	Aswin G K	B A English
19	Subina C S	B A English
20	Mirshana V	B A English
21	Ardra P S	B A English
22	Abhay Dev V	B A English
23	Nayana T R	B A English
24	Albin Xavier	B A English
25	Abhinav N R	B A English
26	Shehana Sherin	B A English
27	Devatheertha K J	B A English
28	Gadha Vinod	B A English
28	Shamna Serin	B A English
29	Aleena Shaji	B A English
30	Reeshma Mani	B A English

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6/122
7/122
10/122
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17/122
18/122
19/122
20/122

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 5/1/22
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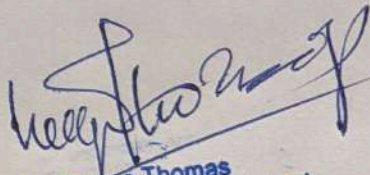
Department of English
Mary Matha College, Mananthavady
Certificate Course in English Language Skills

Marks Obtained

Sl. No.	Roll.No.	Name of Students	Internal Exam	Final Exam	Pass/Fail
1	CC/ENG/22/01	Vidya Vijayan	10	22	P
2	CC/ENG/22/02	Vishnu M	10	22	P
3	CC/ENG/22/03	Sandhya M	10	23	P
4	CC/ENG/22/04	Shabana	10	23	P
5	CC/ENG/22/05	Fathimathul Farisha	10	25	P
6	CC/ENG/22/06	Anurag A Raveendran	10	23	P
7	CC/ENG/22/07	Erfana Nesrin	10	24	P
8	CC/ENG/22/08	Shamna Sherin V M	10	25	P
9	CC/ENG/22/09	Jemshiya Jasmin	10	23	P
10	CC/ENG/22/10	Manjusha C M	10	25	P
11	CC/ENG/22/11	Nandana V S	10	23	P
12	CC/ENG/22/12	Fida Fathima	10	22	P
13	CC/ENG/22/13	Rinsha Sherin	10	23	P
14	CC/ENG/22/14	Nimisha Jomon	10	24	P
15	CC/ENG/22/15	Shahana M S	10	23	P
16	CC/ENG/22/16	Arshad K	10	22	P
17	CC/ENG/22/17	Anilit Johnson	10	26	P
18	CC/ENG/22/18	Aswin G K	10	24	P

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19	CC/ENG/22/19	Subina C S	10	23	P
20	CC/ENG/22/20	Mirshana V	10	23	P
21	CC/ENG/22/21	Ardra P S	10	24	P
22	CC/ENG/22/22	Abhay Dev V	10	24	P
23	CC/ENG/22/23	Nayana T R	10	23	P
24	CC/ENG/22/24	Albin Xavier	10	24	P
25	CC/ENG/22/25	Abhinav N R	10	24	P
26	CC/ENG/22/26	Shehana Sherin	10	22	P
27	CC/ENG/22/27	Devatheertha K J	10	24	P
28	CC/ENG/22/28	Gadha Vinod	10	22	P
29	CC/ENG/22/29	Shamna Serin	10	24	P
30	CC/ENG/22/30	Aleena Shaji	10	24	P
31	CC/ENG/22/31	Reeshma Mani	10	22	P


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MARY MATHA ARTS AND SCIENCE COLLEGE MANANTHAVADY

No. CC/ENG/22/31

Vemom PO, Wayanad-670645, Kerala
NAAC Re-accredited with B++ Grade, CGPA 2.85 (III Cycle)

CERTIFICATE

This is to certify that

Reeshma Mami

successfully completed the certificate course in

English Language Skills

conducted by the Department of

English

in the academic year 2021-22

[Signature]

Course Coordinator

[Signature]

Head of the Department

[Signature]

Principal



Certificate Course in English Language Skills

Department of English

Summary Report

Department of English held a meeting and decided to conduct a Certificate Course in English Language Skills (FNGLS 21-22). On 2nd December 2021, a proposal was submitted to the IQAC. Board of Studies was constituted with the approval from the Principal. The Board of Studies members approved the syllabus presented by the coordinator and decided to collect the duly filled application forms before 12/12/2021. Classes commenced on 5/1/22 with 30 students. 30 classes were taken and an hour examination was conducted to assess the progress of the students. On the basis of the marks scored certificates were awarded to the students.