

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE

ACADEMIC YEAR 2022-2023



GOVERNMENT DEGREE COLLEGE

PALAKONDA

PARVATHIPURAM MANYAM DISTRICT

Circular

01-02-2023

All the students are informed that a certificate course on Functional English is planned by Department of English from 06-02-2023 to 15-03-2023 between 9.00 A.M to 10.00 A.M daily in Room No-3. Hence the students of 3rd year BA/B.Com/B.Sc are informed to avail this opportunity without fail.

Signatures of the lecturer

N. S. S.

Signature of the In-charge

P. Ramesh
Lecturer in English
Govt. Degree College
Palakonda

I BA B. Jayanti
I B.com P. Rajyalakshmi
II MPC Ashf
I B2C Ashf

Academic Year: 2022-23

Resolution

01-02-2023

We the in-charge , the head of the department of English , Sri.P.Rama Rao and N.Sankara Babu , lecturer in English , have met today on 01-02-2023 in the Department and have unanimously resolve to organize a certificate course on Functional English . In this regard, it is resolved to take classes everyday from 06-02-2023 to 15-03-2023 between 9.00 A.M to 10.00 A.M

Signature of the lecturer

NUSH

Head of the Dept In-charge


Lecturer in English
Govt. Degree College
Palakonda

To
The Principal
Government Degree College
Palakonda

Palakonda
01-02-2023

Respected sir,

Sub: Seeking permission to conduct certificate course on Functional English from 06-02-2023 to 15-03-2023 -Request- Regarding.

In obedience to the subject cited above, I Sri.P.Rama Rao the in charge and the other members of the department of English N.Sankara Babu bring to your kind notice that we wish to conduct a certificate course on Functional English from 06-02-2023 to 15-03-2023 between 9.00 A.M to 10.00 A.M daily in Room No-3.for Second year BA/B.Com/B.Sc students. Hence we humbly request you to consider our submission and accord permission for conducting certificate course on the date mentioned above.

We shall be highly grateful to you for the kind of your kindness.

Thanking you sir.

Yours faithfully,

P. Rama Rao
Lecturer English
Govt. Degree College
Palakonda

Gurus

PRINCIPAL
GOVT. DEGREE COLLEGE
PALAKONDA
Parvathipuram Manyam Dist.

Permission accepted

FUNCTIONAL ENGLISH

STUDENT REGISTRATION/ ENROLLMENT COPY

Sl.No	Name of the student	Regd Number	Signature of the student
1	K.Chinna Rao	CCF22001	K. Chinna Rao
2	K.Tirupathi Rao	CCF22002	K. Tirupathi Rao
3	K.Sai kiran	CCF22003	K. Sai Kiran
4	L.Indraja	CCF22004	L. Indraja
5	M.Neeraja	CCF22005	M. Neeraja
6	M.Vimala kumara	CCF22006	M. Rajini vimala kumara
7	M.Rajini	CCF22007	M. Rajini
8	M.Sai prasanna	CCF22008	M. Sai Prasanna
9	M.Lakshmana rao	CCF22009	M. Lakshmana Rao
10	M.Murali Krishna	CCF22010	M. MURALI KRISHNA
11	M.Rama Krishna	CCF22011	M. Ramakrishna
12	M.Rama rao	CCF22012	M. Ramarao
13	N.Krishna	CCF22013	N. Krishna
14	N.Suryanarayana	CCF22014	N. Suryanarayana
15	A.Madhuri	CCF22015	A. MADHURI
16	B.Varaprasad	CCF22016	B. Varaprasad
17	B.Nagamani	CCF22017	B. Nagamani
18	B.Chamanthi	CCF22018	B. Chamanthi
19	B.Vijayalakshmi	CCF22019	B. vijayalakshmi
20	B.Sowjanya	CCF22020	B. Sowjanya
21	B.Pavani	CCF22021	B. Pavani
22	B.Kondalarao	CCF22022	B. Kondalarao
23	D.Kalpna	CCF22023	D. Kalpana
24	D.Satish	CCF22024	D. Satish
25	Gedala Sravani	CCF22025	Gedala Sravani
26	Gangada Mounika	CCF22026	G. Mounika
27	G.Durgaprasad	CCF22027	G. Durgaprasad
28	J.Sanker	CCF22028	J. Sanker
29	J.Hema	CCF22029	J. Hema
30	G.Lavanya	CCF22030	G. Lavanya
31	G.Hemalatha	CCF22031	G. Hemalatha
32	G.Deepika	CCF22032	G. Deepika
33	G.Sravani	CCF22033	G. Sravani
34	K.Vasu	CCF22034	K. Vasu
35	K.Prasad	CCF22035	K. Prasad
36	K.Yuvaraj	CCF22036	K. Yuvaraj
37	K.Kalyani	CCF22037	K. kalyani

FUNCTIONAL ENGLISH

<u>38</u>	<u>M.Mary</u>	<u>CCF22038</u>	m. Mary
<u>39</u>	<u>G.Koteswara Rao</u>	<u>CCF22039</u>	G. Koteswara Rao
<u>40</u>	<u>G. Uma maheswara rao</u>	<u>CCF22040</u>	G. Uma maheswara Rao
<u>41</u>	<u>G.Eswara rao</u>	<u>CCF22041</u>	G. Eswara Rao
<u>42</u>	<u>G.Venkataramana</u>	<u>CCF22042</u>	G. Venkata Ramana
<u>43</u>	<u>K.Pavan Bhaskar</u>	<u>CCF22043</u>	K. Pavan Bhaskar
<u>44</u>	<u>K.Hemanth</u>	<u>CCF22044</u>	K. Hemanth

2022-23 C-2

English
2022-23 C-2
06-02-2023 to 15-03-2023 (44)

NAME OF THE INSTITUTE

PUPIL'S ATTENDANCE REGISTER

FOR THE MONTH OF

Section:
Place:

S No.	Admission No.	Name of the Pupil	Date														
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	BAK	Chinna Rao	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
2		K. Tirupathi Rao	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
3		K. Sai Kiran	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
4		L. Indraje	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5		M. Neeraja	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
6		M. Vimala Kumari	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
7		M. Rajani	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
8		Mr. Sai pradhan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9		M. Lakshman Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10		M. Murak Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11		M. Rama Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12		M. Rama Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13		N. Krishna	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
14		N. Suryanarayana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	8cm	A. Madhuri	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
16		B. Vana prasad	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
17		B. Naga Mani	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
18		B. Chamanthi	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
19		B. Vijaya Lakshmi	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
20		B. Sowjanya	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
21		B. Pavani	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
22		Botsa Kondak Rao	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
23		Debarika Kalpana	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
24		Dole Satish	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
25		Gedala Sravan	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
26		Gongada Manjitha	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
27		Gopals Durgaprasad	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
28		Jalumani Sankar	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P
29		Jogi. Hema.	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P

S No.	Admission No.	Name of the Pupil	Date															No. of Days Present	No. of Days Absent	Date of Birth	Primary Date of Admission	Remarks
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
1		Chinna Rao	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2201			
2		K. Tirupathi Rao	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2202			
3		K. Sai Kiran	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2203			
4		L. Indraje	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2204			
5		M. Neeraja	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2205			
6		M. Vimala Kumari	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2206			
7		M. Rajani	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2207			
8		Mr. Sai pradhan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2208			
9		M. Lakshman Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2209			
10		M. Murak Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2210			
11		M. Rama Krishna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2211			
12		M. Rama Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2212			
13		N. Krishna	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2213			
14		N. Suryanarayana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2214			
15	8cm	A. Madhuri	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2215			
16		B. Vana prasad	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2216			
17		B. Naga Mani	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2217			
18		B. Chamanthi	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2218			
19		B. Vijaya Lakshmi	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2219			
20		B. Sowjanya	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2220			
21		B. Pavani	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2221			
22		Botsa Kondak Rao	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2222			
23		Debarika Kalpana	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2223			
24		Dole Satish	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2224			
25		Gedala Sravan	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2225			
26		Gongada Manjitha	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2226			
27		Gopals Durgaprasad	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2227			
28		Jalumani Sankar	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2228			
29		Jogi. Hema.	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	15/03/2023	CCF2229			

Number Present M
Daily E
Initials M
E

No. on Roll at the Beginning of month Admitted during the month Left No. on roll at end of month

No. of Working days Average Attendance during the month No. on Roll during month

2022-23 C-2

NAME OF THE INSTITUTE

PUPIL'S ATTENDANCE REGISTER

S.No.	Admission No.	Name of the Pupil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
30	CSL	Gurta Lavanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31		G. Hemalatha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32		G. Deepika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33		G. Saravani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34		K. Vadu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35		K. Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36		K. Yuvraj	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37		K. Kalyani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38		M. Mary	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	MEC	G. Koteswara Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40		G. Umambeswararaj	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41		G. Eshwara Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42		G. Venkata Rama	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43		K. Pavan Bhakta	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44		K. Hemantha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
			S	S	P	P	P	P	P	P	P	P	P	P	P	P	P

2022-23-C2

06-02-2023 to 15-03-2023

FOR THE MONTH OF

Section :

Place :

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days Present	No. of Days Absent	Date of Birth	Promotory Date of Admission	Remarks
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2230		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2231		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2232		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2233		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2234		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2235		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2236		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2237		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2238		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2239		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2240		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2241		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2242		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2243		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			CCF2244		

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CERTIFICATE COURSE ON FUNCTIONAL ENGLISH

Department of English

Certificate Course Name : Functional English

(Total hours of teaching – 30)

Learning Outcomes:

On successful completion of this course, the students will be able to:

- **The student will be able to speaking skills**
- **The students can learn presentation skill**
- **The students will be able to learn interview skills**
- **The students can learn job oriented skills.**

SYLLABUS

1. **Definition & Importance of Functional English**
2. **Discourses for developing functional; English**
3. **Language Games**
4. **JAMS Seminars**
5. **Group Discussions**
6. **Dialogue writing.**
7. **Role Plays**
8. **Interview-Types of Interviews**
9. **Interview Skills**
10. **Dos and Don'ts in Interview**
11. **Dos and Don'ts in Interview**

CERTIFICATE COURSE ON FUNCTIONAL ENGLISH

Department of English

Certificate Course Name : Functional English

Evaluation Process

Answer all the questions.

5x5=25

- 1) You are about to leave the college. How do you make your future plans. Discuss with your friend and write dialogues between your friend and you.**
- 2) What are the dos and don'ts interview?**
- 3) Write a letter to your friend describing the your college days.**
- 4) Group discussion and advantages of group discussion.**
- 5. Mention a few language games with examples.**



Government Degree College Palakonda.

Department of English Certificate

This is to certify that Mr/ Ms K. Chinna Rao Student of
III Year BA Regd ID CCF2201 has under gone Four Weeks training on Functional English
from 06-02-2023 to 15-03-2023 during the academic year 2022-2023.

P. Rama Rao
In Charge of the Dept
Lecturer in English
Govt. Degree College
Palakonda

B. Vijay Kumar
IQAC Coordinator
GDC PALAKONDA
(Parvathipuram Manyam Dt.)

G. M. M.
Principal
GOVT. DEGREE COLLEGE
PALAKONDA
Parvathipuram Manyam Dist.

2022 - 2023 C-2



Certificate Course on Functional English

