



# MAZHARUL ULOOM COLLEGE, AMBUR

(Affiliated to Thiruvalluvar University, Vellore, Recognized by UGC under section 2f and 12B)

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*Capacity building and skills enhancement initiatives taken by  
the institution during the Year 2019-2020*

## **Communication Skills**



# MAZHARUL ULOOM COLLEGE, AMBUR

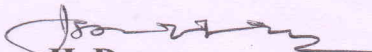
(Recognized by UGC under section 2f and 12B) Affiliated to Thiruvalluvar University, Vellore)

<b>Department</b>	DEPARTMENT OF ENGLISH
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<b>Titles</b>	<b>Description</b>
Date	26.02.2020
Name of the Programme	GUEST LECTURE
Title of the Programme	COMMUNICATION AND ITS NEED
Resource Person	<b>DR.P.PALLAVAN</b> Assistant Professor of English TVU Arts & Science College, Tirupattur
Number of Beneficiaries	150
Outcome	Students learnt the need of communication and its importance

**Note: List of attachments (including page numbers)A**

1. Circular
2. Agenda
3. Attendance
4. Reports

  
HoD



**Principal**  
PRINCIPAL  
MAZHARUL ULOOM COLLEGE  
AMBUR-635 802. Vellore DIST.



## **MAZHARUL ULOOM COLLEGE, AMBUR**

Re-accredited by NAAC with B Grade

Affiliated to Thiruvalluvar University, Vellore

Established and Managed by Ambur Muslim Educational Society

### **ENGLISH ASSOCIATION OF MUC ORGANIZES A PROGRAMME**

ON

**“COMMUNICATION SKILLS AND ITS NEED”**

**Date: 26 Feb 2020**

**Time: 11.00 am**

**Venue: SIR SYED AHMED KHAN CONVENTION HALL**

**Dr. M.Mohammed Yunus**

Principal

Mazharul Uloom College, Ambur

Will preside over the function

**Dr. P.Pallavan**

Assistant Professor of English

Thiruvalluvar University Constituent College,

Tirupattur

has kindly consented to be the Chief Guest

**All are cordially invited to grace the occasion**





مظهر العلوم كالج، آمبور

# MAZHARUL ULOOM COLLEGE

(Established & Managed by Ambur Muslim Educational Society)  
Affiliated to Thiruvalluvar University, Vellore  
Re - Accredited by NAAC with B  
AMBUR - 635 802. (Vellore Dt.)

Dr. M. Mohamad Yunus, M.Sc., Ph.D.,  
PRINCIPAL i/c

No.12/D /MUC/2020

Date: 25.02.2020

To,

Dr. Pallavan

Assistant Professor

Department of English

Thiruvalluvar University College of Arts and Science

Thirupattur

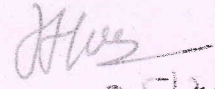
Respected Sir,

Sub: Invite-Chief Guest – for a Special Programme reg.-

We are pleased to have your erudite presence in our midst as the Chief Guest for a Special Programme on “Communication Skills and its Needs” organized by the English Association of our College on 26.02.2020 at 11.00am in our Campus.

Kindly do us the honour of accepting our invitation and oblige.

With regards,

  
25/2/2020

PRINCIPAL i/c  
MAZHARUL ULOOM COLLEGE  
AMBUR - 635.802. Vir. Dt



## **MAZHARUL ULOOM COLLEGE, AMBUR**

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### **ENGLISH ASSOCIATION FUNCTION OF MUC ORGANISE A PROGRAMME ON "Communication skills and its Need"**

**DATE: 26 FEB 2020    TIME: 11.00 AM    VENUE: SIR SYED AHMED KHAN CONVENTION HALL**

**Compering : Fathima Harmain. T**

**II B.Sc. Micro biology**

#### **AGENDA**

**1. Qirath : MOHAMMED TAQI III B.Sc C.S**

**2. Tamil Thai Valth : AV Clip**

**Welcome Address : M.K. Mohammed Aatir Sinnan**

#### **Felicitation to the chief guest**

**3. Principal Address : Dr. M.Mohammed Yunus  
Principal**

**4. Special Address : Dr. A. Shafee Ahmen Khan  
Assistant Professor & HoD**

**5. Introduction of the chief guest : P.J.Sadia Parveen**

**6. Keynote Address : Dr. P.Pallavan  
Assistant Professor of English  
Thiruvalluvar University Arts  
And Science College, Tirupattur**

**7. Vote of Thanks : Nabiya Nameer**

**8. National Anthem : AV Clip**



# MAZHARUL ULOOM COLLEGE, AMBUR

## ENGLISH ASSOCIATION

### SUBMISSION REPORT OF THE EVENT ORGANISED

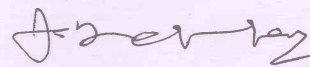
Programme Organized Date: 26.02.2020

Report Submission Date: 28.02.2020

Department of English under the auspices of **English Association** organized a special programme on Topic **"Communication skills and its Need"** on <sup>Wednesday</sup> ~~Friday~~ 26.02.2020 at 11am at NMZ Zakariya Auditorium of our college. **Dr. P.Pallavan**, Assistant Professor, Department of English, Thiruvalluvar University of Arts and Science College, Thirupattur, was the Chief Guest who delivered a special lecture on the above said topic with Power Point Presentation. The lecture was inspiring and useful to the students.

**Dr. M.Mohamad Yunus**, Principal of our college presided over the function and gave the Presidential Address. **Dr. A. Shafee Ahmed Khan**, Prof. In Charge Shift I and Head of the Department of English delivered the Keynote Address. Staff Vice-President of English Association (Shift I & II), Mrs.P.J.Sadia Parveen introduced the Chief Guest to the gathering. Mr. M.K. Mohammed Aatir Sinnan, II B.Com (Corporate secretary) (student office bearer shift I) delivered the Welcome Address and Nabiya Namira (student office bearer shift II) ( II B.Sc. Microbiology) proposed the Vote of Thanks.

Vice President of the College Union its Affiliated Associations, Shift II, Mrs. **M A Uzefa Rashida**, **Dr. Rizwan Ahmed**, Prof. In Charge Shift II, Dr. S.Diwan Mahdum and many other staff members graced the occasion with their presence. More than 150 students attended the programme and made the event a grand success. Refreshment was served to the staff members and the students. Lunch was served to the Guest, staff members and the office bearers of English Association.

ASAC Sign  
  
28/2/20

**Dr. A. SHAFEE AHMED KHAN**  
M.A., M.Sc., M.Phil., Ph.D., NET., CTE.  
Asst. Professor, Head & Research Supervisor  
PG & Research Dept. of English  
Mazharul Uloom College, Ambur - 635 802.  
E-mail ID : shafeemuc@gmail.com, Mob 9994617857



مظهر العلوم كالج، آمبور

# MAZHARUL ULOOM COLLEGE

(Established & Managed by Ambur Muslim Educational Society)

Affiliated to Thiruvalluvar University, Vellore

Re - Accredited by NAAC with B

AMBUR - 635 802. (Vellore Dt.)

Date :26.02.2020

## CERTIFICATE OF APPRECIATION

This to certify that **Dr. P.Pallavan**, Assistant Professor, Department of English, Thiruvalluvar University Arts and Science College, Thirupattur, was the Chief Guest for the Special Programme on "**Communication skills and its Need**" organized by the Department of English, Mazharul Uloom College, Ambur on 26 February 2020. It was informative and productive, catering to the needs of the students. The session was really vibrant and interactive.

With regards,

PRINCIPAL i/c

PRINCIPAL i/c  
MAZHARUL ULOOM COLLEGE  
AMBUR - 635 802. Vlr. Dt



مظهر العلوم كالج، آمبور

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Re - Accredited by NAAC with B

AMBUR - 635 802. (Vellore Dt.)

Date :26.02.2020

## ATTENDANCE CERTIFICATE

This to certify that **Dr. P.Pallavan**, Assistant Professor, Department of English, Thiruvalluvar University Arts and Science College, Thirupattur, was the Chief Guest for the Special Programme organized by the Department of English at Mazharul Uloom College, Ambur on 26 February 2020.

  
PRINCIPAL i/c

PRINCIPAL i/c  
MAZHARUL ULOOM COLLEGE  
AMBUR - 635 802. Vlr. Dt





## MUCCSE – Certificate Course Guidelines

### 2016-2017

Course Name :-	<b>Certificate in Communicative English</b>
Frequency :-	<b>Biannual/ Every Semester</b>
Duration:-	30 hours to 50 hours per semester
Procedure:-	Certificate to be awarded to learners with <b>80% Attendance minimum.</b>
Fee :-	As proposed in proposals and on approval from authority.
No. of learners:	<b>25 maximum</b>
No. of Batches:	As per availability of instructors and learner enrolments.
Timing : -	Off college Hours
Syllabus:-	Modules available in the installed Orell Talk Software.
Activity:	<b>Self- paced one on one learning</b>
Assignments:	Assignments are assigned to all students with a scheduled target deadline. Some progress faster some lag behind. Instructors help the slow learners to pace up and also hold interactive & group discussions at regular intervals and intercom calls.
Assessment:	Tests available in assignments and modules and recorded assignments.

COORDINATOR

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802

PRINCIPAL  
**MAZHARUL ULOOM COLLEGE**  
AMBUR - 635 802. Vr. Dt.

From

11.02.2020

Mrs. M.A. Uzefa Rashida  
Assistant Professor of English  
Coordinator-MUCCSE  
Mazharul Uloom College  
Ambur-635802

To

The Secretary and Correspondence  
Mazharul Uloom College  
Ambur - 635 802

*Alvin*  
*M. M. M. M.*

Through

The Principal  
Mazharul Uloom College  
Ambur - 635 802

Respected Sir

Sub: Proposal to Commence Certificate in Communicative English Course reg.-

As Coordinator, MUCCSE, I seek permission to start the Certificate in Communicative English Course for Even Semester for the Academic Year 2019 -2020. I have attached the proposal and Guidelines for the Certificate course. I plan to commence the Certificate Course by 17<sup>th</sup> February 2020. Kindly grant me permission and do the needful.

Thanking You

Yours Faithfully

*M. A. Uzefa Rashida*

*For verified*  
*15-2-2020*





## Mazharul Uloom College Centre for Spoken English

### CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

Academic Year 2019-2020

Even Semester

#### PROPOSAL

- No. of learners per Batch : 25
- Duration per session: 90 minutes
- Course Duration:- 30 hours - Certificate Course – only working days
- Fees : 300/- per student
- No. of Batch 2

Session Timings: Batch I- 12.00 pm– 1.30 pm – Shift -II

Batch II – 2 .00 pm – 3.30 pm – Shift -I

Level : Basic to Advanced

- Instructor: MAUR
- Target Students: Shift -I & Shift II

Ambur.  
11.02.2020

  
11/2/2020  
M.A. Uzefa Rashida  
**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802

**MAZHARUL ULOOM COLLEGE, AMBUR**  
**SHIFT I/SHIFT II**  
**CIRCULAR**

**SEASON VII -MUCCSE STARTS ITS Communicative English Classes "Hurry!"**

The Mazharul Uloom College Centre for Spoken English (MUCCSE) announces the commencement of **Certificate in Communicative English Course** Season- VII from 17<sup>th</sup> February 2020. The students can enroll **IMMEDIATELY**.

Session Timings:

Batch I- 1.30 pm– 3.00 pm

Batch II- 6.00 pm – 7.30 pm

The registration forms can be collected from the MUCCSE Language lab, Coordinator, Mrs. M. A. Uzefa Rashida and submit the duly filled in application by 10<sup>th</sup> February 2020.

Course Fee is Rs. 300/-

For further details contact:  
Mrs. M. A. Uzefa Rashida  
Department of English  
Coordinator (MUCCSE)

**NOTE:** The admission and registration will be on First Come First Serve Basis.

  
PRINCIPAL

Ambur.  
12.02.2020





# MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

**Certificate in Communicative English**  
**Academic Year- 2019- 2020 -EVEN Semester**  
**ENROLMENT LIST**

**BATCH: I** \_\_\_\_\_

S.NO	Name of the Learner	CLASS
1	M INIVIYAN	I B A (CE)
2	K A ISHTIYAQUE BASHA	I B A (CE)
3	M MOHAMMED ARIF	I B A (CE)
4	H MOHAMMED AARIF	I B A (CE)
5	V MOHAMMED MUZAMMIL	I B A (CE)
6	A FAIZAN AHMED	I B SC (M)
7	S THULASIDHARAN	I B SC (M)
8	N MOHAMMED ABRAR	II B COM CS
9	A MOHAMMED SAJJAD	II B COM (CS)
10	Y MUDASSIR	II B COM(CS)
11	S SAMEERUDDIN	II B COM (CS)

  
Coordinator  
**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802



**CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE**

**REPORT**

**ACADEMIC YEAR-2019-2020**

Even Semester

The MUCCSE conducted a **30 hour** Basic to Advanced level **Certificate in Communicative English Course** for eager learners in Communicative English. The Classes commenced from 17<sup>th</sup> February 2020 to 03<sup>rd</sup> March 2020. The course was conducted with minimal fee of Rs. 500/- to help the learners avail this opportunity. As students could not pay the fee so they were exempted from fee by the management. **Free Course was conducted.** 11 deserving students enrolled and completed the course. The assigned lessons from the modules in the software were completed to learn Communicative English & help the learners learn good English. The course concluded as planned. **Certificates were awarded to 11 students on assessment as per MUCCSE Guidelines.**

Coordinator

**M. A. UZEFA RASHIDA**

Coordinator - MUCCSE

Assistant Professor of English

Mazharul Uloom College

Ambur - 635 802

PRINCIPAL i/c

PRINCIPAL

MAZHARUL ULOOM COLLEGE

AMBUR - 635 802. Vt. DL



# MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

## MAZHARUL ULOOM COLLEGE, AMBUR.



Established and Managed by Ambur Muslim Educational Society  
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### *Certificate in Communicative English*

This certificate is awarded to A. FAIZAN AHMED of II B.S (M)  
for qualifying the Communicative English Certificate Course for the year  
2019-2020 from 17.02.2020 to 03.03.2020 with 'A' grade.

Signature of Coordinator  
M. A. UZEFA RASHIDA

Signature of Principal

20 19-20 ஆம் ஆண்டு 2019-2020

மாதத்தின் பணியாளர் வருகைப் பதிவேடு

## Staff Attendance for the

month of Feb. March 20 20

BATCH - I

[illegible]






## MAZHARUL ULOOM COLLEGE, AMBUR

Date: 15-09-2019

### CIRCULAR

A special Certificate Course in Arabic will be conducted in our college from 24-09-2019. This is a two months course. 40 classes will be conducted. The inaugural function will be conducted on 23-09-2019.

Interested students are asked to contact and register their names to Dr.M.MohamedAbubakkar, Assistant Professor of Economics. The last date for registration is 20-09-2022.

  
Principal  
PRINCIPAL  
MAZHARUL ULOOM COLLEGE  
AMBUR - 635 802. Vr. Dt.



## MAZHARUL ULOOM COLLEGE, AMBUR

### INAGURAL FUNCTION OF CERTIFICATE COURSE IN ARABIC

**Date: 23.09.2019    Time: 2.00 PM    Venue: Sir Syed Ahmed Khan Convention Hall**

#### AGENDA

1. Qira'ath : M.Abdulla Zafar - III B.A (CE)
2. Tamilthai Vaalthu : Dr. A.Meeramaitheen  
(Assistant Professor & HOD of Tamil)
3. Welcome Address : Dr. M.Mohamed Abubakkar  
(Course Coordinator)
4. Presidential Address : Dr.P.Rizwan Ahmed  
(Incharge - Evening College)
5. Principal Address : Dr.M.Mohamed Yunus  
(Principal, Mazharul Uloom College)
6. Guests' Address : 1. Dr.A.shafee ahmed Khan  
(Incharge - Day College)  
2. Dr.P.M.Aadil Ahmed  
(Executive Secretary, AMES, Ambur)  
3. Alhaj M.Nazar Mohamed sahib  
(Secretary & Correspondent, MUC)
7. Vote of Thanks : Iqlas Shayan ( II B.Com Student)
8. Dua : Mr.A.Amir Azeez  
(Assistant Professor of Com.Appln)
9. National Anthem : Audio Clip

  
Dr. M. MOHAMED ABUBAKKAR

Coordinator M.A., M.Phil., Ph.D  
Asst. Professor of Economics  
Mazharul Uloom College  
Ambur - 635 802. Vellore Dt,





# MAZHARUL ULOOM COLLEGE, AMBUR

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## CERTIFICATE COURSE IN ARABIC - INAUGURATION FUNCTION 23-09-2019



*M. Moh. Abubakar*

Coordinator  
**Dr. M. MOHAMED ABUBAKKAR**  
M.A., M.Phil., Ph.D  
Asst. Professor of Economics  
Mazharul Uloom College  
Ambur - 635 802, Vellore Dt.

*M. Moh. Abubakar*  
Principal

**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
AMBUR - 635 802, Vlr. Dt.



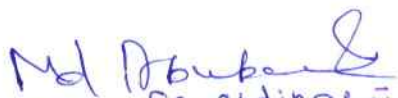
# CERTIFICATE IN ARABIC - SYLLABUS

## INTRODUCTION TO ARABIC

Unit - I The Alphabets (حروف الهجاء), Vowels (الحركات)  
Nunation (فتوین), Doubled Consonant  
(التشديد) Changing Shapes of Alphabets -  
Definite Article, The Sun letters and the  
Moon letters (الحروف الشمسية والحروف القمرية)  
Parts of speech (أجزاء الكلام)

Unit - II Adjectives and Noun qualified (الصفة والموصوف) (المذكر والمؤنث), Gender  
Singular, Dual and  
Plural (المفرد والمثنى والجمع), The Nominal  
Sentence (الجملة الاسمية), Subject and  
Predicate (المبتدأ والخبر), The Possessive  
(المضاف والمضاف اليه)

Unit - III The Pronoun (الضمير), Personal Pronouns  
(الضمائر الشخصية), Demonstrative Pronouns  
(الضمائر الشارية), Relative Pronouns  
(الضمائر الموصولة), Interrogatives  
(أدوات الاستفهامية), Prepositions (حروف الجر)

  
Co-ordinator  
**Dr. M. MOHAMED ABUBAKKAR**  
M.A., M.Phil., Ph.D  
Asst. Professor of Economics  
Mazharul Uloom College  
Ambur - 635 802, Vellore Dt.

Unit - IV

Verbal Sentence (الجملة الفعلية)

The Past tense (الفعل الماضي) The future tense and Present tense (الفعل المضارع), Commanding verb Imperative (الفعل المحارر) Commanding verb Negative - (الفعل النفي)

Unit - V

Active and Passive voice

(المعروف والمجهول) Ima and its sisters (أنا وأخواتي) Para and its sisters (كان وأخواتها)

Books for Reference:

- ① Du roosul Lughathil Arabiyyah, Dr. Abdel Rakeb
- ② Comprehensive Arabic Grammar, Dr. S. K. Behmani
- ③ Arabic for Beginners, Dr Syed Ali

M. Md Abubakar

Coordinator

Dr. M. MOHAMED ABUBAKKAR

M.A., M.Phil., Ph.D

Asst. Professor of Economics

Mazharul Uloom College

Ambur - 635 802. Vellore Dt.

MAZHARUL ULOOM COLLEGE, AMBUR

CERTIFICATE IN ARABIC

November 2019

Course:

Sub: ARABIC GRAMMER

Maximum Marks: 100

Time : 3 hours

Section – A

10X2=20

Answer Any 10 questions

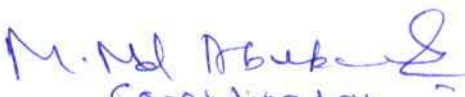
1. How many parts of speech are there in Arabic?
2. Meaning of **تثنية** is \_\_\_\_\_
3. Opposite of **مذكر** is \_\_\_\_\_
4. Noun in Arabic is \_\_\_\_\_
5. **معلم** means \_\_\_\_\_
6. Write two types of plural in Arabic
7. Write dual form of **مسلم**
8. Write the plural form of **قلم**
9. What is the meaning of **بيتها** ?
10. Opposite of **معروف** is \_\_\_\_\_
11. How to change the Active voice verb into Passive voice verb ? (from **فتح**)
12. Write any two Quran Ayaths in Arabic

Section – B

5X6=30

Answer any Three questions

1. Write **ادوات الاستفهامية** with its meaning.
2. Explain **اسماء الاشارة** with meaning .
3. Write **الضمائر المنفصلة**
4. Write **الضمائر المتصلة**
5. Translate the following into Tamil or English :  
( **فاطمة وعائشة يلعبان في البيت** ) 1  
( **الطالبون يقترنون القران** ) 2
6. Translate the following into Arabic :  
a) Apples will be eaten by Abdullah



Co-ordinator  
**Dr.M.MOHAMED ABUBAKKAR**

M.A.,M.Phil.,Ph.D

Asst.Professor of Economics

Mazharul Uloom College



b) The teacher will write Arabic

**Section – C**

5X10=50

Answer any five questions

1. Conjugate      فعل ماضي معروف منفي      from      أكل
2. Conjugate      فعل ماضي مجهول مثبت      from      نصر
3. Conjugate      فعل مضارع معروف مثبت      from      كتب
4. Conjugate      فعل مضارع مجهول منفي      from      فعل
5. Write      حروف الجار      with meaning
6. Translate the following into Tamil or English

- 1 ( أكل الخبز في الصباح
- 2 ( الكتاب علي المكتب
- 3 ( ذهبت من الكلية الي البيت
- 4 ( ضرب زيد عمرا
- 5 ( يكتب الاستاذ في الكراسة



# MAZHARUL ULOOM COLLEGE, AMBUR

## Report of Certificate Course in Arabic (2019-20)

Moulavi Dr. M.Mohamed Abubakkar Assistant Professor of Economics was the resource person for this course. Our Secretary and Correspondent Alijanab Alhaj M.Nazar Mohamed Sahib inaugurated the course on 23<sup>rd</sup> September 2019. In his speech he insisted the importance of Arabic language in the world and also said learning this language is quite difficult and advised the students to attend all the classes regularly. Dr. P.M.Aadil Ahmed, Executive Secretary and former principal, Dr.M.Mohamed Yunus, Principal i/c and Dr. A.Shafee Ahmed Khan, Prof. Incharge Shift I, spoke on the occasion. Dr. M.Mohamed Abubakkar delivered the vote of thanks.

**Duration of the Course: Two Months (40 hours)**

## ARABIC CERTIFICATE COURSE (2019-20)

### STUDENTS NAME LIST

S.No	Reg. No	III B.A. (CE)	Name
1	CCIA19001	2003	Abdulla Zafar.M
2	CCIA19002	2035	Nafees Ahmed.K.A
3	CCIA19003	2059	Yaser Arafath.A
		<b>III B.Com (G)</b>	
4	CCIA19004	2403	Abdul Sadique.A
5	CCIA19005	2411	Faizal Akram .V
6	CCIA19006	2419	Md Rayan.R
7	CCIA19007	2439	Sajid Ahmed.K
		<b>III B.Com (CS)</b>	
8	CCIA19008	2341	Sadique Khan.T
9	CCIA19009	2350	Vasiullah.N
		<b>III BSc (Maths)</b>	
10	CCIA19010	2104	Kabeer Ahmed.K
11	CCIA19011	2107	Muhammed Aqeel.A
12	CCIA19012	2109	Mohammed Nouman.N
		<b>I B.Com (G)</b>	
13	CCIA19013	4415	Iqlas shayan.K

  
Coordinator

**Dr.M.MOHAMED ABUBAKKAR**  
M.A.,M.Phil.,Ph.D  
Asst.Professor of Economics  
Mazharul Uloom College  
Ambur - 635 802. Vellore Dt.

  
Principal

**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
**AMBUR - 635 802. Vr. Dt.**





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## CERTIFICATE

This is to certify that

**Mr. M.ABDULLA ZAFAR - III B.A (CE)**

Reg. No. : CCIA19001

for successfully completing the

**“ CERTIFICATE COURSE IN ARABIC ”** with consolidated score of 60 %

September to November 2019 ( 40 Hours )

  
**Dr. M. Mohamed Abubakkar**

Convenor

  
**Dr. M. Mohamed Yunus**

Principal

  
**M. Nazar Mohamed**  
Secretary & Correspondent





## MUCCSE – Certificate Course Guidelines

### 2016-2017

Course Name :-	<b>Certificate in Communicative English</b>
Frequency :-	<b>Biannual/ Every Semester</b>
Duration:-	30 hours to 50 hours per semester
Procedure:-	Certificate to be awarded to learners with <b>80% Attendance minimum.</b>
Fee :-	As proposed in proposals and on approval from authority.
No. of learners:	<b>25 maximum</b>
No. of Batches:	As per availability of instructors and learner enrolments.
Timing : -	Off college Hours
Syllabus:-	Modules available in the installed Orell Talk Software.
Activity:	<b>Self- paced one on one learning</b>
Assignments:	Assignments are assigned to all students with a scheduled target deadline. Some progress faster some lag behind. Instructors help the slow learners to pace up and also hold interactive & group discussions at regular intervals and intercom calls.
Assessment:	Tests available in assignments and modules and recorded assignments.

COORDINATOR

**M.A. Uzefa Rashida**  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 6. 802.

PRINCIPAL

**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
AMBUR - 635 802. Vr. Dt.

From

04.07.2019

Mrs. M.A. Uzefa Rashida  
Assistant Professor of English  
Coordinator-MUCCSE  
Mazharul Uloom College  
Ambur-635802

To

The Secretary and Correspondence  
Mazharul Uloom College  
Ambur – 635 802

Through

The Principal  
Mazharul Uloom College  
Ambur – 635 802

*Submitted to Secy. Smt.*  
*[Signature]*  
*4/7/19*

*[Signature]*  
*16/07/19*

Respected Sir

Sub: Proposal to Commence Certificate in Communicative English Course reg.-

As Coordinator, MUCCSE, I seek permission to start the Certificate in Communicative English Course for Odd Semester for the Academic Year 2019 -2020. I have attached the proposal and Guidelines for the Certificate course. I plan to commence the Certificate Course by 15<sup>th</sup> July 2019. Kindly grant me permission and do the needful.

Thanking You

Yours Faithfully

*[Signature]*  
*4/7/2019*



## Mazharul Uloom College Centre for Spoken English



### CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

Academic Year 2019- 2020

Odd Semester

#### PROPOSAL

- No. of learners per batch: 25
- Duration per session: 90 minutes
- Course Duration:- 30 hours - Certificate Course – only working days
- Fees : 300/- per student
- No. of Batch – 2

Session Timings: Batch I- 1.30 pm– 3.00 pm

Batch II – 6.00 pm – 7.30 pm

Level: Basic / Advanced as per learners' requirement

- Instructor: MAUR
- Target Students: Shift -I & Shift II

*M.A. Uzefa Rashida*  
4/7/2019

M.A. Uzefa Rashida

Ambur.  
04.07.2019

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802



**MAZHARUL ULOOM COLLEGE, AMBUR**  
**SHIFT I/SHIFT II**  
**CIRCULAR**

**SEASON VI -MUCCSE STARTS ITS Communicative English Classes "Hurry!"**

The Mazharul Uloom College Centre for Spoken English (MUCCSE) announces the commencement of Certificate in Communicative English Course Season- VI from 10<sup>th</sup> July 2019. The students can enroll **IMMEDIATELY**.

Session Timings:

Batch I – 11.30 am to 1.00 pm

Batch II- 1.30 pm– 3.00 pm

The registration forms can be collected from the MUCCSE Language lab, Coordinator, Mrs. M. A. Uzeefa Rashida and submit the duly filled in application by 10<sup>th</sup> July 2019. Course Fee is Rs. 500/-

For further details contact:  
Mrs. M. A. Uzeefa Rashida  
Department of English  
Coordinator (MUCCSE)

**NOTE:** The admission and registration will be on First Come First Serve Basis.

  
PRINCIPAL

Ambur.  
05.07.2019



MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

**Certificate in Communicative English**

**Academic Year- 2019-2020 -Odd Semester**

**ENROLMENT LIST**

**BATCH: I**

S.NO	Name of the Learner	CLASS
1	T ABDUL KAREEM	III-B.COM(CS)
2	N MOHAMMED NOUMAN	III-B.SC(M)
3	V M FAIZAN AHMED	I-B.COM
4	S MOHAN RAJ	I-B.COM
5	K ZEHRAN EZAZ	II-B.COM(CS)
6	F MOHAMMED JUNAID	II-B.COM(CS)
7	M K MOHAMMED AATIR SINNAN	II-B.COM(CS)
8	V MOHAMMED NOORULLAH	I-B.A(CE)
9	N NARESH	I-B.A(CE)
10	K IRSHAD AHMED	II-B.COM(CS)
11	V KAFEEL AHMED	I-B.COM(CS)

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Amirpur - 635 802



**CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE**

**REPORT**

**ACADEMIC YEAR-2019-2020**

**Odd Semester**


The MUCCSE conducted a **50 hour** Basic to Advanced level **Certificate in Communicative English Course** for eager learners in Communicative English. The Classes commenced from 15<sup>th</sup> July 2019 to 30<sup>th</sup> September 2019. The course was conducted with minimal fee of Rs. 500/- to help the learners avail this opportunity. 11 students enrolled and completed the course. The assigned lessons from the modules in the software were completed to learn Communicative English & help the learners learn good English. The course concluded as planned. **Certificates were awarded to 11 students on assessment as per MUCCSE Guidelines.**



Coordinator



**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802



PRINCIPAL  
PRINCIPAL  
MAZHARUL ULOOM COLLEGE  
AMBUR - 635 802. VIL. D.



# MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH MAZHARUL ULOOM COLLEGE, AMBUR.



Established and Managed by Ambur Muslim Educational Society  
Re-Accredited by NAAC with B Grade  
(Affiliated to Thiruvalluvar University, Serkkadu, Vellore-15)



## *Certificate in Communicative English*

This certificate is awarded to T. Abdul Kareem of III B Com

for qualifying the Communicative English Certificate Course for the year

2019-2020 from 15.07.2019 to 30.09.2019 with 'A' grade.

Signature of Coordinator  
M. A. UZEFA RASHIDA

Signature of Principal

2019-20 ஆம் ஆண்டு 2019-2020

Staff Attendance for the

Certificate in Communicative English  
மாதத்தின் பணியாளர் வருகைப் பதிவேடு  
month September 2019

[illegible]