Capacity building and skills enhancement initiatives taken by the institution during the Year 2017-2018

Communication Skills



MAZHARUL ULOOM COLLEGE, AMBUR

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

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DEPARTMENT OF ENGLISH

Titles	Description
Date	23.03.2018
Name of the Programme	GUEST LECTURE
Title of the Programme	EFFECTIVE COMMUNICATION AND ITS IMPACT
Resource Person	DR.YUVARAJ Assistant Professor of English GTM College, Gudiyattam, Vellore District
Number of Beneficiaries	55
Outcome	Students learnt the ways of effective communication and its impact

Note: List of attachments (including page numbers)

- 1. Proposal
- 2. Circular
- 3. Agenda
- 4. Reports

HoD

Dr. A. SHAFEE AHWED F.HAR M.A., M.Sc., M.Phil., Ph.D., NET., CTE assi Professor, Head & Research Supervisor PG & Research Dept. of English Partianal Visom College. Ambur - 635-80°; 2010. states and Committee in Vol. 9926 Principal

PRINCIPAL
MAZHARUL ULOOM COLLAGE
AMBUR-635 802, Vello:

From

P.J.Sadia Parveen Assistant Professor and Head (UG) Department of English Vice-President **English Association** Mazharul Uloom College, Ambur

To The Principal, Mazharul Uloom College, Ambur.

Respected Sir,

Sub: Seeking permission to organize a Workshop reg.-

On behalf of English Association, I would like to organize a Special Workshop on the Topic "Effective Communication and its Impact" on 23.03.2018 at Sir Syed Ahmed Khan Convention Hall of our college at 3pm. For this would like to invite Prof S.Khader Nawaz, Assistant Professor of English, Islamiah College (Autonomous), Vaniyambadi as the Chief Guest .

We kindly request your consent and support to organize this Workshop.

Budget proposal for the Workshop.

S.No	Particulars	Amount
9.	Shawl (Rs200)	200
10	Gift (Rs 500)	500
	TA (Rs 1000)	1000
	Refreshment to the Participants Tea Refreshment for the staff members	600 1000
13	Contingency	200
14	Total	3,500

Thanking You,

Date: 19.03.2018 Place: Ambur

Yours Sincerely,

ADIA PARVEEN, M.A. M.Phil., SET. Asst. Professor & Head (UG) & Research Supervisor

PG & Research Dept. of English

Dr. Yuvaray, GTM college, Mazharul Uloom College, Ambur - 635 802.
E-mail 10: Parveen. Sadia@gmail.com

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

ENGLISH ASSOCIATION FUNCTION

Under the auspices of English Association of our college, a special programme will be conducted at 3.00pm on 23 March 2018 at Sir Syed Ahmed Khan Convention Hall.

The Principal will preside over the meeting. **Dr. A. Yuvaraj,** Assistant Professor of English, GTM College, Gudiyattam, has kindly consented to be the Chief Guest and delivered a special address on "Effective Communication and Its Impact".

All the Staff and Students are asked to attend the programme.

Ambur.

23.03.2018

PRINCIPAL MININ

8/2/3/18

Circular Completed:

1. Circular completion by

2. Verified by:

Despir Rede

MAZHARUL ULOOM COLLEGE, AMBUR

ENGLISH ASSOCIATION'S

DIDACTIC PROGRAMME ON

EFFECTIVE COMMUNICATION AND ITS IMPACT

DATE:23.03.2018 FRIDAY VENUE:SIR SYED AHMED KHAN CONVENTION HALL

AGENDA

Compere: Prof TIA

QIRATH

: Mr. Zakir Hussain (IBBA)

TAMIL THAI VAZHTHU

: Audio Clip

WELCOME ADDRESS

: Prof P.J.Sadia Parveen Assistant Professor & Head

Dept of English(UG)

Vice-President - English Association

SPECIAL ADDRESS

: Prof A.Shafee Ahmed Khan

Prof In charge II Assistant Prof & Head

PG & Research Dept of English

PRESIDENTIAL ADDRESS

: Dr.P.M.Aadil Ahmed

Principal

FELICITATION TO THE CHIEF GUEST

: Principal

INTRODUCTION OF THE CHIEF GUEST

: Prof K.Suganthi

CHIEF GUEST ADDRESS

: Dr.Yuvaraj

Assistant Prof of English GTM College, Gudiyattam

VOTE OF THANKS

: Prof U.Thiagarajan

NATIONAL ANTHEM

: Audio clip



MAZHARUL ULOOM COLLEGE, AMBUR

Established and Managed by the Ambur Muslim Educational Society
Reaccredited by NAAC with B+ Grade
Affiliated to Thiruvalluvar University, Vellore

GUEST LECTURE ON "EFFECTIVE COMMUNICATION AND ITS IMPACT"

DATE: 23.03.2018 TIME: 3.00 pm VENUE: Sir Syed Ahmed Khan Convention Hall

REPORT

Department of English organized a Guest Lecture on "EFFECTIVE COMMUNICATION AND ITS IMPACT" on 23.03.2018 at 3.00 pm at Sir Syed Ahmed Khan Convention Hall. Dr.P.M.Aadil Ahmed, Principal presided over the programme. The programme started with Qirath by Mr. Zakir Hussain (I BBA). Mrs. P.J.Sadia Parveen, Asst. Prof. & Head (UG), Department of English welcomed the gathering followed by the special address given by the Convener, Mr A.Shafee Ahmed Khan, Prof In charge II, Asst. Prof. & Head (PG & Research Dept of English), Mrs K.Suganthi introduced the Chief guest to the audience. Chief Guest, Dr.Yuvaraj, Assistant Professor of English GTM College, Gudiyattam briefed about the topic "Effective Communication and its Impact" and motivated the students to work harder to achieve their dream goals. Mr U. Thiyagarajan delivered Vote of Thanks. The programme came to end with the National Anthem. The programme coordinators were Mrs. P. J. Sadia Parveen and Mrs. M.A. Uzefa Rashida and organizing secretary was Mr. U. Thiyagarajan.

Signature of the HOD

DATE: 24.03.2018

Date: 23.03.2018

ATTENDANCE CERTIFICATE

This is to certify that **Dr. A. YUVARAJ**, Assistant Professor of English, Government Thirumagal Mills College, Gudiyattam, was the **Chief Guest for the English Association Function** organized by the Department of English of our college on **23 March 2018**.

PRINCIPAL

PRINCIPAL
MAZHARUL ULOOM COLLEGE
AMBUR - 635 802. Vellore Dist



MUCCSE – Certificate Course Guidelines 2016-2017

Course Name :-

Certificate in Communicative English

Frequency:-

Biannual/ Every Semester

Duration:-

30 hours to 50 hours per semester

Procedure:-

Certificate to be awarded to learners with 80% Attendance minimum.

Fee :-

As proposed in proposals and on approval from authority.

No. of learners:

25 maximum

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:

Self- paced one on one learning

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 ¥02.

PRINCIPAL

MAZHARUL ULOOM COLLEGE

AMBUR - 635 802 VA. CI

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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

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 2017 -2018. I have attached the proposal and Guidelines for the Certificate course. I plan to commence the Certificate Course by 22nd January 2018. Kindly grant me permission and do the needful.

Thanking You

Yours Faithfully







CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

Academic Year 2017-2018

Even Semester

PROPOSAL

• No. of learners per Batch:

• Duration per session:

90 minutes

Course Duration :-

30 hours - Certificate Course - only working days

• Fees:

300/- per student

• No. of Batch

-3

25

Session Timings:

Batch I- 1.30 pm-3.00 pm

Batch II - 3 .00 pm - 4.30 pm

Batch III- 6.00pm -7 .30 pm

Level:

Basic to Advanced

Instructors:

1. MAUR 2. TIA 3.ST

Target Students:

. Shift -I & Shift II

Ambur. 05.01.2018 M.A. Uzefa Rashida Coordinator, MUCCSE

M.A. Uzefa Rashida

Assistante Messes of English
Mazharul Uloom College

Ambur - 635 802.

MAZHARUL ULOOM COLLEGE, AMBUR SHIFT I/SHIFT II CIRCULAR

SEASON III -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- III from 22nd January 2018. The students can enroll IMMEDIATELY.

Session Timings:

Batch I- 1.30 pm-3.00 pm

Batch II - 3 .00 pm - 4.30 pm

Batch III- 6.00pm -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 22nd January 2018. Course Fee per month 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.

Ambur. 17.01.2018





Certificate in Communicative English

Academic Year- 2017-2018 -Even Semester

ENROLMENT LIST

BATCH: I

S.NO	Name of the Learner	CLASS
1	AYESHA BEGUM H	II B.sc(MB)
2	FATHIMA TABASSUM S	II B.sc(MB)
3	SANKARI Y	II B.sc(MB)
4	SHEEREEN I	II B.sc(MB)
5	BHAVANI R	I B.sc(MB)
6	FIRZA FATHIMA K	I B.sc(MB)
7	LATHAPRIYA KUMARI S	I B.sc(MB)
8	FIZA MEHBOOB A	I B.sc(MB)
9	SUMAIYA S	I B.sc(MB)
10		

M.A. Uzeta Rashida Assistant Professor of English Mazharul Uloom College Ambur - 635 802.





Certificate in Communicative English

Academic Year- 2017-2018 –Even Semester

ENROLMENT LIST

BATCH: II

S.NO	Name of the Learner	
1	MOHAMMED ZAKEER M	CLASS
	WOTAWINED ZAKEER IVI	I BBA
2	FUZAIL AHMED K	
	A DE STATE OF THE	IBBA
3	SESHAN JEROME R	
	SENSIVE K	I BBA
4	AVEZ MOHAMMED TALHA H B	
	THE MONAWINED TACHA H B	I BBA
5	VIMAL D	
	THING B	IBCA
6	SIVA KUMAR S	
	- The many	I BCA
7	MOHAMMED SAQUI N	
	MON WHILD SACOTA	I BCA

M.A. Uzefa Rashida
Assistant Professor of English
Mazharul Uloom College
Ambur - 635 802.





Certificate in Communicative English

Academic Year- 2017-2018 -Even Semester

ENROLMENT LIST

BATCH: III

CNO	Name of the Learner	CLASS
S.NO		I B.com
1	JAFFER HUSSAIN A S	
		I B.com
2	SAAJID AHMED K	1 5.66
		I B.A (CE)
3	YASAR ARAFATH A	TB.A (CL)
4		
5		

M.A. Uzefa Rashida
Assistant Professor of English
Mazharul Uloom College
Ambur - 635 802.





Mazharul Uloom College Centre for Spoken English

CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

REPORT

ACADEMIC YEAR-2017-2018

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 22nd January 2018 to 20th February 2018. Three Batches with flexible timings were run with minimal fee of Rs. 300/- to help the learners avail this opportunity. 19 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 19 students on assessment as per MUCCSE Guidelines.

Coordinator

M.A. Uzefa Rashida Assistant Professor of English Mazharul Uloom College Ambur - 635 802. PRINCIPAL
MAZNARUL: ULOOM COLLEGE
AMBUR - 685 802, Vr. DL

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)



1991. DAVA SUY

Certificate in Communicative English

This certificate is awarded to D. Vimal

() II-B. com (Gan)

for qualifying the Communicative English Certificate Course for the year

2017-2018 from 22-01-2018 to 20-02-2018 with A' grade.

Signature of Principal

Signature of Coordinator M. A. UZEFA RASHIDA

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MUCCSE – Certificate Course Guidelines 2016-2017

Course Name :-

Certificate in Communicative English

Frequency:-

Biannual/ Every Semester

Duration:-

30 hours to 50 hours per semester

Procedure:-

Certificate to be awarded to learners with 80% Attendance minimum.

Fee :-

As proposed in proposals and on approval from authority.

No. of learners:

25 maximum

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:

Self- paced one on one learning

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 - 635 802. FRINCIPAL
MAZNARUL ULOOM COLLEGE
AMBUR - 656 802 VF DI

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

Symphy July 1 1 de Wylay

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 2017 -2018. I have attached the proposal and Guidelines for the Certificate course. I plan to commence the Certificate Course by 11th October 2017. Kindly grant me permission and do the needful.

Thanking You

Yours Faithfully





Mazharul Uloom College Centre for Spoken English

CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE Academic Year 2017-2018 Switch Will

Odd Semester

PROPOSAL

No. of learners per batch: 25

Duration per session:

Course Duration:-

90 minutes

30 hours - Certificate Course - only working days

Fees:

300/- per student

No. of Batch

3

Session Timings:

Batch I- 1.30 pm-3.00 pm

Batch II - 3.00 pm - 4.30 pm

Batch III— 6.00pm -7 .30 pm

Level:

Basic to Advanced

Instructors:

1. MAUR 2. TIA 3.ST

Target Students:

Shift -I & Shift II

M.A. Uzefa Rashida Coordinator, MUCCSE

M.A. Jzefa Rashida Assistant Professor of English Mazharul Uloom College Ambur - 635 802.

Ambur. 05.10.2017

MAZHARUL ULOOM COLLEGE, AMBUR SHIFT I/SHIFT II CIRCULAR

SEASON II -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- II from 11th October 2017. The students can enroll **IMMEDIATELY**.

Session Timings:

Batch I- 1.30 pm-3.00 pm

Batch II - 3.00 pm - 4.30 pm

Batch III- 6.00pm -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 11th October 2017. Fee per month 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.

Ambur. 08.10.2017





Certificate in Communicative English

Academic Year- 2017-2018-Odd Semester

ENROLMENT LIST

BATCH: I

S.NO	Name of the Learner	CLASS
1	MOHAMMED FAIZAN T	I-B com(CS)
2	VASIULLAH N	I-B com(CS)
3	SADIQUE KHAN T	I-B com(CS)
4	SHAHID HUSSAIN M	I-BA(CE)
5	MOHAMMED AFFAN P M	I-BA(CE)
6	YASAR ARAFATH A	I-BA(CE)
7	MD MUNAWER	I-BA(CE)
8	MD TAMEEM .C	I-BA(CE)
9		
10		

M.A. Uzefa Rashida Assistant Professor of English Mazharul Uloom College Ambur - 635 802.





Certificate in Communicative English

Academic Year- 2017-2018 -Odd Semester

ENROLMENT LIST

BATCH: II

CNO	Name of the Learner	CLASS
S.NO 1	B.FAIZAN AHMED	II-B.sc (M)
2	A DOWLATH BASHA	I- B.com (CS)
3	S.K. IMRAN	II-B.com(CS)
4	M MUHAMMED NADEEM	II-B.com(CS)
5	S.SABIR SHA	II-B.sc (M)
6	M.ANJAZ AASIM	II-B.com(CS)
7	S. IRBAZ AHMED	II-B.sc(M)
8		
9		
10		

M.A. Uzefa Rashida Assistant Professor of English Mazharul Uloom College Ambur - 635 802.





Certificate in Communicative English

Academic Year- 2017-2018 -Odd Semester

ENROLMENT LIST

BATCH: III

S.NO	Name of the Learner	CLASS
1	N .MOHAMMED SAQUI	I BCA
2	A.SANJAY KUMAR	I B Sc (CS)
3	S.SIVA KUMAR	I BCA
4	D VIMAL	I BCA
5	S.MOHAMMED HIFZAN	II BBA
6	C.SHAHRUKKAN	II BBA
7	N VIGNESH	II BBA
8	H.B.AVEZ MD TALHA	I BBA
9	K.MOHAMMED FUZAIL	I BBA
10	SESHAN JEROME R	I BBA
11	M MOHAMMED ZAKEER	I BBA
12	B R RANJITH KUMAR	I B COM (CA)
13	JAGADESHAN S	I B COM (CA)
14	M MOHAMMED IRFAN	I B COM (CA)
15	R NAWAZUL HAQUE	I B COM (CA)
16	S .SAABIR AHAMAD	IBBA
17	S VISHNU CHANDAR	IBBA
18	JIMRAN	IBBA
19	ISMAIL R N	IBBA

M.A. Uzefa Rashida
Assistant Professor of English
Mazharul Uloom College
Ambur - 65: 802.





Mazharul Uloom College Centre for Spoken English

CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

REPORT

ACADEMIC YEAR-2017-2018

Odd 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 11th October 2017 to 06th November 2017. Three Batches with flexible timings were run with minimal fee of Rs. 300/- to help the learners avail this opportunity. 27 students enrolled and 25 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 25 students on assessment as per MUCCSE Guidelines.**

Coordinator

M.A. Uzefa Rashida Assistant Professor of English Macharul Uloom College Ambur - 635 802. PRINCIPAL

PRINCIPAL MAZHARUL ULOOM COLLEGE AMBUR - 836 802. Vir. DL

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)



DA. DALA O'L

Certificate in Communicative English

This certificate is	awarded to	S. K. Imra	h 		(川正	- B.B.
for qualifying th	ne Communicative	English	Certificate	Course	for	the	year
2017 - 2018	rom 11-10-2017	l() 06-11-	-2017 with	`A'		_grac	le.
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M. A. UZEFA RASHIDA

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