



# 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 2017-2018*

## **Communication Skills**



# MAZHARUL ULOOM COLLEGE, AMBUR

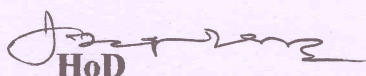
(Recognized by UGC under section 2f and 12B) Affiliated to Thiruvalluvar University, Vellore)

<b>Department</b>	DEPARTMENT OF ENGLISH
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<b>Titles</b>	<b>Description</b>
Date	23.03.2018
Name of the Programme	GUEST LECTURE
Title of the Programme	EFFECTIVE COMMUNICATION AND ITS IMPACT
Resource Person	<b>DR.YUVARAJ</b> 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 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  
Mobile: 9944417777



**Principal**

**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
**AMBUR-635 802, Vellore**

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 I 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
11	TA ( Rs 1000)	1000
12	Refreshment to the Participants Tea	600
	Refreshment for the staff members	1000
13	Contingency	200
14	Total	3,500

Thanking You,

Date: 19.03.2018  
Place: Ambur

Yours Sincerely,



**P.J. SADIA PARVEEN, M.A. M.Phil., SET**  
Asst. Professor & Head (UG) & Research Supervisor  
PG & Research Dept. of English  
Mazharul Uloom College, Ambur - 635 802.  
E-mail ID : Parveen.Sadia@gmail.com

Dr. Yuvaraj, GTM college,



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

**ENGLISH ASSOCIATION FUNCTION**

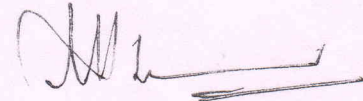
Under the auspices of English Association of our college, a special programme will be conducted at 3.00pm on 23 March 2018 at Sir Syed Ahmed Khan Convention Hall.

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 21/3/18

8/9  
23/3/18

TO  
Regd. Rtd

**Circular Completed:**

1. Circular completion by: 

2. Verified by: 



**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**

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**AGENDA**

**Compere : Prof TIA**

<b>QIRATH</b>	<b>: Mr. Zakir Hussain (IBBA)</b>
<b>TAMIL THAI VAZHTHU</b>	<b>: Audio Clip</b>
<b>WELCOME ADDRESS</b>	<b>: Prof P.J.Sadia Parveen</b> Assistant Professor & Head Dept of English(UG) Vice-President - English Association
<b>SPECIAL ADDRESS</b>	<b>: Prof A.Shafee Ahmed Khan</b> Prof In charge II Assistant Prof & Head PG &Research Dept of English
<b>PRESIDENTIAL ADDRESS</b>	<b>: Dr.P.M.Aadil Ahmed</b> Principal
<b>FELICITATION TO THE CHIEF GUEST</b>	<b>: Principal</b>
<b>INTRODUCTION OF THE CHIEF GUEST</b>	<b>: Prof K.Suganthi</b>
<b>CHIEF GUEST ADDRESS</b>	<b>: Dr.Yuvaraj</b> Assistant Prof of English GTM College, Gudiyattam
<b>VOTE OF THANKS</b>	<b>: Prof U.Thiagarajan</b>
<b>NATIONAL ANTHEM</b>	<b>: Audio clip</b>



## MAZHARUL ULOOM COLLEGE, AMBUR

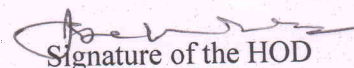
Established and Managed by the Ambur Muslim Educational Society  
Reaccredited by NAAC with B+ Grade  
Affiliated to Thiruvalluvar University, Vellore

### 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**  
  
**23/3/18**





## 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  
MAZHARUL ULOOM COLLEGE  
AMBUR - 685 802. Vr. DL

From

05.01.2018

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 22<sup>nd</sup> January 2018. Kindly grant me permission and do the needful.

Thanking You

Yours Faithfully

*Rashida*

*Submitted to Secy. Sd/-*  
*[Signature]*  
*5/1/18*

*[Signature]*  
*5/09/02/18*



## Mazharul Uloom College Centre for Spoken English

### CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

Academic Year 2017-2018

Even Semester

#### PROPOSAL

*Submitted to say chah*  
*[Signature]*  
*5/1/18*

- 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 – 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

Ambur.  
05.01.2018

*[Signature]*  
*5/1/2018*

M.A. Uzefa Rashida  
Coordinator, MUCCSE

M.A. Uzefa Rashida

Assistant Professor 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 22<sup>nd</sup> 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 22<sup>nd</sup> 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.

  
PRINCIPAL

Ambur.  
17.01.2018



MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH



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



MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH




Certificate in Communicative English

Academic Year- 2017-2018 -Even Semester

ENROLMENT LIST

BATCH: II

S.NO	Name of the Learner	CLASS
1	MOHAMMED ZAKEER M	I BBA
2	FUZAIL AHMED K	I BBA
3	SESHAN JEROME R	I BBA
4	AVEZ MOHAMMED TALHA H B	I BBA
5	VIMAL D	I BCA
6	SIVA KUMAR S	I BCA
7	MOHAMMED SAQUI N	I BCA

  
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

Academic Year- 2017-2018 -Even Semester

ENROLMENT LIST

BATCH: III

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

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



**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 22<sup>nd</sup> January 2018 to 20<sup>th</sup> 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

**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
**AMBUR - 635 802. 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)



D91: PMA Sir

### *Certificate in Communicative English*

This certificate is awarded to D. Vimal of II-B.Com (Gen)

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 Coordinator  
M. A. UZEFA RASHIDA

Signature of Principal



2016 ஆம் ஆண்டு January - February

### ~~Staff Attendance for the~~

மாதத்தின் பணியாளர் வருகைப் பதிவேடு  
month of January & February 2018

month of January & February 2018

No. of Students Present \_\_\_\_\_  
Signature of Instructor \_\_\_\_\_  
Signature of Coordinator \_\_\_\_\_  
Signature of Principal \_\_\_\_\_



2018 ஆம் ஆண்டு JANUARY - FEBRUARY

### ~~Staff Attendance for the~~

English - Even Semester  
மாதத்தின் பணியாளர் வருகைப் பதிவேடு  
month of January-February 2018

**Marshal**

[illegible]

**2018** ஆம் ஆண்டு JANUARY- FEBRUARY

### **Staff Attendance for the**

மாதத்தின் பணியாளர் வருகைப் பதிவேடு

month of January-February 2018

[illegible]



## 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 - 635 802.

PRINCIPAL

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

From

05.10.2017

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 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 11<sup>th</sup> October 2017. Kindly grant me permission and do the needful.

Thanking You

Yours Faithfully

*M.A. Uzefa Rashida*





## Mazharul Uloom College Centre for Spoken English



### CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

Academic Year 2017-2018

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 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*  
5/10/2017

M.A. Uzefa Rashida  
Coordinator, MUCCSE

M.A. Uzefa 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 11<sup>th</sup> 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 11<sup>th</sup> 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.

  
PRINCIPAL

Ambur.  
08.10.2017



MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

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.



MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

Certificate in Communicative English

Academic Year- 2017-2018 -Odd Semester

ENROLMENT LIST

BATCH: II

S.NO	Name of the Learner	CLASS
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.





MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

**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	I BBA
17	S VISHNU CHANDAR	I BBA
18	J IMRAN	I BBA
19	ISMAIL R N	I BBA

**M.A. Uzefa Rashida**  
**Assistant Professor of English**  
**Mazharul Uloom College**  
**Ambur - 625 302.**



## 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 11<sup>th</sup> October 2017 to 06<sup>th</sup> 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  
Mazharul Uloom College  
Ambur - 635 802.

PRINCIPAL

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

# 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)



DR. PMA SV

### *Certificate in Communicative English*

This certificate is awarded to S. K. Imran of II - B.B.A  
for qualifying the Communicative English Certificate Course for the year  
2017 - 2018 from 11-10-2017 to 06-11-2017 with 'A' grade.

Signature of Coordinator  
M. A. UZEFA RASHIDA

Signature of Principal



BATCH I

Certificate in Communicative  
2017 ஆம் ஆண்டு 2017-2018

### Staff Attendance for the

English - Odd Semester

மாதத்தின் பணியாளர் வருகைப் பதிவேடு

month of oct 2017

**Marshal**

[illegible]



### Staff Attendance for the

month of October 2017

வேலை செய்த நாட்கள் No. of DAYS WORKED	விடுப்பு எடுத்த நாட்கள் No. of DAYS LEAVE	குறிப்பு Remarks
--	--	---------------------

No. of Students Present \_\_\_\_\_

Signature of the Instructor \_\_\_\_\_

Signature of the Coordinator \_\_\_\_\_

Signature of the Principal \_\_\_\_\_

2017 ஆம் ஆண்டு October & November

### Staff Attendance for the

மாதத்தின் பணியாளர் வருகைப் பதிவேடு  
month of 2017, oct & NOV. 2017

month of 2017, oct & nov. **2017**

வ.எண். Sl. No.	பெயர் Name	பதவி Designation	வேலை நேரம் Working Hours	நாட்கள்																DATES																வேலை நேரம் நாட்கள் No. of DAYS WORKED	விடுதி நேரம் நாட்கள் No. of DAYS LEAVE	குறிப்பு Remarks
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
01	N. MOHAMMED SAQI	TECA		A	A	A																												02/11/2011	06/11/11			
02	A. SANJAY KUMAR			A	A	A																																
03	S. SIVA KUMAR	TECA		A	A	A																																
04	D. VIMAL	TECA		A	A	A																																
05	S. Mohammed Hifzan			A	A	A																																
06	C. Shahruckhan			A	A	A																																
07	N. Vignesh			A	A																																	
08	H.B. Avez Md. Thalha	TECA		A	A	A																																
09	K. Mohammed Fuzail	TECA		A	A	A																																
10	Seshan Jerome. R	TECA		A	A	A																																
11	M. Mohammed Zakeer	TECA		A	A	A																																
12	B.R. Rajjith Kumar			A	A	A																																
13	H. Jagadesan. H			A	A	A																																
14	M. Mohammed Isfan			A	A	A																																
15	R. Nawazul Haque			A	A	A																																
16	S. Saabir Ahamad			A	A	A																																
17	S. Vishnuchander			A	A	A																																
18	J. Imran			A	A	A																																
19	Ismail R. N			A	A	A																																