

SGK GOVERNMENT DEGREE COLLEGE
VINUKONDA, PALNADU DISTRICT



CERIFICATE COURSE ON
BASIC GRAMMAR IN
ENGLISH

DATE: 20.02.2024 to 26-03-2024

CONDUCTED BY
DEPARTMENT OF ENGLISH

MINUTES OF MEETING
DEPARTMENT OF ENGLISH

Date: 07.02.2024

Agenda:

To discuss on the introduction of a certificate course by the Department.

Members Present:

- i) **Smt.N.Vasanthi, Lecturer In-charge, Department of English**
- ii) **Sri. S.Srinivasa Rao, Lecturer in English**
- iii) **Dr.KVS.Koteswara Rao, IQAC Coordinator.**


Discussion:

- i) On the initiative of introducing add on course on the development of
- ii) Basic Grammar
- iii) It was explained that the knowledge of this basic grammar in English is the most needed Concept in gaining proficiency of the language

Resolution:

It is unanimously resolved to request the Principal to grant permission for introduction of the certificate course by the Department of English.


IQAC COORDINATOR
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647


N. VASANTHI, M.A.,
Lecturer in English
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VINUKONDA - 522 647, Guntur Dist., A.P.


Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

REQUISITION LETTER TO PRINCIPAL

08.02.2024
Vinukonda

To

The Principal
SGK Government Degree College,
Vinukonda

Respected Sir

Sub: Request to accord permission for introduction of certificate course titled
“BASIC GRAMMAR” - Regd

I, N.Vasanthi, Lecturer in English, hereby, in accordance with the resolution made in the department dated 30-08-2023, request you to accord permission to introduce “Certificate Course on BASIC GRAMMAR IN ENGLISH” .

Thanking You

Yours Sincerely



N.VASANTHI, M.A.,
Lecturer in English
S.G.K. Govt. Degree College
VINUKONDA - 522 647, Guntur Dist., A.P.

Enclosures:

Copy of the Resolution

**PROCEEDINGS OF THE PRINCIPAL, SGK.GOV'T DEGREE COLLEGE,
VINUKONDA, PALNADU DIST.**

Present: Dr.K.Srinivasarao,M.Com.,Ph.D.

R.C. No. 11-A/Committees/2023-24

08.02.2024

In connection with the request received from Smt. N.VASANTHI, Department In-charge of English to introduce "Certificate course on BASIC GRAMMAR", while according permission, the following committee is constituted to discuss and finalize the syllabus of the course.

S. No	Name of the Faculty	Designation
1	Ms. N. Vasanthi	Lecturer in-charge, Dept of English
2	Sri. S. Srinivasa Rao	Lecturer in English
3	Dr. K.V.S. Koteswara Rao	IQAC Coordinator

The above committee is directed to discuss the topics to be taught in the course and frame the syllabus accordingly .Smt.N.Vasanthi,, In-charge of the Department is requested to explain the needof incorporating each topic in the syllabus to other committee members.

Principal


Principal
SGK Govt. Degree College
Vinukonda - 522547
Palnadu Dist., A.P.

Copy to All the Teaching Staff

SUBMISSION LETTER TO THE PRINCIPAL

09.02.2024

Vinukonda

To

The Principal
SGK Government Degree College,
Vinukonda

Respected Sir,

Sub: Framing of Syllabus- as per R.C. No. 11–A/Committees/2023-24, dated
08.02.2024 submission - Regd

In accordance to the proceedings referenced above, we hereby submit the drafted syllabus for the certificate course on “BASIC GRAMMAR IN ENGLISH”

Yours Sincerely
N.VASANTHI
HOD, Department of English

Enclosures:

Copy of syllabus of certificate course on “BASIC GRAMMAR IN ENGLISH”

CERTIFICATE COURSE ON “BASIC GRAMMAR IN ENGLISH”

(DURATION OF THE COURSE: 30 DAYS (ONE HOUR PER DAY))

INTRODUCTION:

As English is the most needed language in the nascent years, it is very important to know about the importance and its related skills to acquire good communication and proficiency in English. The main objective of introducing this Add-on course is to make students understand the importance and learn the skills for good communication in English

COURSE OBJECTIVES:

- Importance of Grammar
- Explain each grammar and its techniques.
- Apply in day today conversations
- Develop a holistic approach of acquiring all skills

METHODOLOGY

Practical, relevant and experiential learning methodologies focus on ‘hands-on’, ready to apply tools and techniques to augment training takeaways and long-term results. Some or all of the following tools and methodologies will be used in the execution of the course and can and will vary depending on various factors such as the nature, duration and topics of the course. Learner centered and Activity based learning is implemented through the course for better enhancement of the objectives

COURSE OUTCOMES

- Understand the Importance of Grammar
- Demonstrate good Speaking Skills
- Learn good grammar skill

SYLLABUS

UNIT-I

- IMPORTANCE OF GRAMMAR
- INTRODUCTION TO BASIC GRAMMAR TOPICS
- ARTICLES

UNIT-II

- PARTS OF SPEECH
- NOUNS & PRONOUNS
- PREPOSITIONS
- ADJECTIVES & ADVERBS
- CONJUNCTIONS

UNIT-III

- PHRASES & CLAUSES
- SENTENCES-TYPES ,FRAMING & STRUCTURES
- TENSES-PRESENT,PAST & FUTURE
- IF, CONDITIONAL CLAUSES
- CONCORD

UNIT-IV

- ACTIVE VOICE & PASSIVE VOICE
- DIRECT & INDIRECT SPEECH
- DEGREES OF COMPARISON
- SIMPLE ,COMPOUND & COMPLEX SENTENCES

UNIT-V

- ASSESSMENT & EVALUATION
- FORMATIVE
- SUMMATIVE

Time-Table for the Course

Day	Topic to be Covered
1	Introduction to the course
2	Articles
3	Prepositions
4	Parts of Speech –Nouns & verbs
5	Adjectives, Adverbs,Pronouns
6	Conjunctions & Interjections
7	Phrases & clauses
8	Weekly test-1
9	Sentences-Types ,Framing & Structures
10	Concord
11	Tenses- Present,Past & Future
12	If-Conditional Clauses
13	Weekly Tests- II
14	Active and Passice Voice
15	Active and Passice Voice
16	Slip test on Active and Passice Voice
17	Direct and Indirect Speech
18	Direct and Indirect Speech
19	Slip test on Direct and Indirect Speech
20	Degrees Of Comparison
21	Degrees Of Comparison
22	Slip test on Degrees Of Comparison
23	Weekly Tests on the above topics-III
24	Simple Sentences
25	Compound Sentences
26	Co-ordinating Conjunctions
27	Complex Sentences
28	Subordinating Conjunctions
29	Weekly Test-IV
30	Basic Grammar tips for Effective learning
31	Final Exam


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LIST OF STUDENTS

S.NO	REGD NO	NAME OF THE STUDENT	PROGRAM	YEAR
1	Y231099001	AAVULAMANDHA BRAHMAIAH	B.A(HEP)	II
2	Y231099002	BANAVATH CHINNA VASTRAM NAIK	B.A(HEP)	II
3	Y231099003	BANAVATHU VAGYA NAIK	B.A(HEP)	II
4	Y231099004	BATTULA JEEVA RATHNAM	B.A(HEP)	II
5	Y231099005	BHAVANASI VASUNDHARA	B.A(HEP)	II
6	Y231099006	CHILAKA NAGAIH	B.A(HEP)	II
7	Y231099007	DUPATI DAVEEDU	B.A(HEP)	II
8	Y231099008	GOLLAPATI PAVAN KUMAR	B.A(HEP)	II
9	Y231099009	JENNEPOGU JESSY JOFRA	B.A(HEP)	II
10	Y231099010	KANCHARLA VENU	B.A(HEP)	II
11	Y231099011	KASIPUGU SIROMANI	B.A(HEP)	II
12	Y231099012	MALAPATI NARASA BABU	B.A(HEP)	II
13	Y231099013	NAAMEPALLI ADITHYA	B.A(HEP)	II
14	Y231099014	PADARA VIJAY	B.A(HEP)	II
15	Y231099015	PALLE PAVAN	B.A(HEP)	II
16	Y231099016	PATRA SANDEEP	B.A(HEP)	II
17	Y231099017	PEDDEETI MARIYA BABU	B.A(HEP)	II
18	Y231099018	PERAM SANJEEVAREDDY	B.A(HEP)	II
19	Y231099019	RAMAVATH BALAJI NAIK	B.A(HEP)	II
20	Y231099020	SATHULURI GANGASUNIL	B.A(HEP)	II


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ATTENDENCE SHEET

S.NO	NAME OF THE STUDENT	20/2	21/2	22/2	23/2	24/2	26/2	27/2	28/2	29/2	1/3	2/3	4/3	5/3	6/3	7/3
1	A.BRAHMAIAH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	B. VASTRAM NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	B.VAGYA NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	B. JEEVA RATHNAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	B.VASUNDHARA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	CH. NAGAIH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	D.DAVEEDU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	G.PAVAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	J. JESSY JOFRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	K. VENU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	K.SIROMANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	M. NARASA BABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	N. ADITHYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PADARA VIJAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	PALLE PAVAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	PATRA SANDEEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	P.MARIYA BABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	P.SANJEEVAR EDDY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	R. BALAJI NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	S.GANGASUNIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

N. V.
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1/3/2023
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ATTENDANCE SHEET

S.N O	NAME OF THE STUDENT	8/3	11/ 3	12 /3	13/3	14/3	15/3	16/3	18/3	19/3	20/3	21/3	22/3	23/3	24/3	26/3
1	A.BRAHMAIAH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	B. VASTRAM NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	B.VAGYA NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	B. JEEVA RATHNAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	B.VASUNDHARA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	CHILAKA NAGAIH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	DUPATI DAVEEDU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	G.IPAVAN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	J. JESSY JOFRA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	K. VENU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	K.SIROMANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	M. NARASA BABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	N. ADITHYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PADARA VIJAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	PALLE PAVAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	PATRA SANDEEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	P.MARIYA BABU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	P.SANJEEVAREDDY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	R. BALAJI NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	S. GANGASUNIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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ASSESSMENT PROCEDURE

Students are assessed with the practical exams at the end of the course. The total marks for the exam is 100M out of which the student must score 50M to get the certificate. Three practical exams are conducted to test their BASIC GRAMMAR skills in the middle to the course and credits are added according to their learning levels.

ASSESSMENT OF STUDENTS

S. No	Reg. No	Name of the Student	Group	Result
1	Y231099001	AAVULAMANDHA BRAHMAIAH	B.A(HEP)	PASS
2	Y231099002	BANAVATH CHINNA VASTRAM NAIK	B.A(HEP)	PASS
3	Y231099003	BANAVATHU VAGYA NAIK	B.A(HEP)	PASS
4	Y231099004	BATTULA JEEVA RATHNAM	B.A(HEP)	PASS
5	Y231099005	BHAVANASI VASUNDHARA	B.A(HEP)	PASS
6	Y231099006	CHILAKA NAGAIH	B.A(HEP)	PASS
7	Y231099007	DUPATI DAVEEDU	B.A(HEP)	PASS
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20	Y231099020	SATHULURI GANGASUNIL	B.A(HEP)	PASS


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Brief Report

The Dept of English organised a certificate course on,"BASIC GRAMMAR IN ENGLISH".The duration of the course was one month(30 hrs) from 20.02.2024 to 26.03.2024.This course was designed to people who want to learn the grammer and skills they need to work in English. 20 students of II B.A was enrolled in the course.Mrs.N.Vasanthi,I/C,Dept of English was the resource person for this course.Students were evaluated through Assignments, Quizzes and a final exam.All the 20 students successfully completed the course and received their certificate of completion.


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