



ARPUTHA COLLEGE OF ARTS AND SCIENCE
(Affiliated to Bharathidasan University, Tiruchirappalli)

VAMBAN - 622 303.

DEPARTMENT OF ENGLISH

Cordially invites you

to the Inaugural function of Certificate Course

on

LEADERSHIP SKILLS

Venue : Auditorium

1 to 2 p.m.

Date

20.01.2020

Time

Programme Coordinator: Mrs. G. SUVETHA

Members of the Programme

Dr. P. KUMARESAN

Dr. M. KISHORE KUMAR

Sr. A. MARY DENCY

Mr. M. GANESAN

Mr. R. SATHIYAMOORTHY



Welcome all



ARPUTHA COLLEGE OF ARTS & SCIENCE

(Affiliated to Bharathidasan University)

Arputha Nagar, Vamban - 622 303. Alangudi (T.k), Pudukkottai (Dt)

www.arputhacollege.in

Date :

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
LEADERSHIP SKILLS
SYLLABUS

Objectives:

Total Hrs.: 34 Hrs.

Upon completion of the Leadership Skills course, participants will be able to:

- Develop the ability to articulate a clear vision and purpose, inspiring and motivating team members to work towards common goals.
- Acquire techniques for making well-informed and timely decisions, considering various perspectives and potential outcomes.
- Learn strategies for building and nurturing high-performing teams, fostering collaboration, and leveraging individual strengths.
- resilience and adaptability as a leader, enabling the handling of challenges and uncertainties with composure and strategic thinking.

UNIT 1: INTRODUCTION TO LEADERSHIP

Understanding the concept of leadership and its significance - Exploring different leadership styles and their characteristics - Identifying personal leadership strengths and areas for development.

UNIT 2: COMMUNICATION AND EMOTIONAL INTELLIGENCE

Enhancing communication skills for effective leadership - Developing emotional intelligence and empathy in leadership - Active listening and feedback techniques.

UNIT 3: DECISION-MAKING AND PROBLEM-SOLVING

Strategies for effective decision-making in leadership roles - Problem-solving techniques for complex challenges - Balancing risk and reward in decision-making.

UNIT 4: TEAM BUILDING AND COLLABORATION

Building and leading high-performing teams - Nurturing a culture of collaboration and cooperation - Delegating tasks and responsibilities effectively.

UNIT 5: LEADERSHIP ETHICS AND VISION

Understanding the role of ethics in leadership - Crafting and communicating a compelling vision - Sustaining motivation and inspiration in the team.

REFERENCES:

1. Northouse, Peter G. "Leadership: Theory and Practice." Sage Publications, 2018.
2. Goleman, Daniel. "Emotional Intelligence: Why It Can Matter More Than IQ." Bantam, 2005.
3. Maxwell, John C. "Everyone Communicates, Few Connect: What the Most Effective People Do Differently." HarperCollins Leadership, 2010.
4. Tichy, Noel M., and Warren G. Bennis. "Decision Making: A Leadership Perspective." Academy of Management Executive, 2007.
5. Dye, Ray. "Leadership by the Book: Tools to Transform Your Workplace." Thomas Nelson, 1999.
6. Lencioni, Patrick. "The Five Dysfunctions of a Team: A Leadership Fable." Jossey-Bass, 2002.
7. Katzenbach, Jon R., and Douglas K. Smith. "The Wisdom of Teams: Creating the High-Performance Organization." Harvard Business Review Press, 2015.
8. Ciulla, Joanne B. "Ethics, the Heart of Leadership." Praeger, 2003.
9. Collins, Jim. "Good to Great: Why Some Companies Make the Leap and Others Don't." Harper Business, 2001.





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ARPUTHA NAGAR, VAMBAN - 622 303.

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019 - 2020)
LEADERSHIP SKILLS
STUDENTS NAME LIST

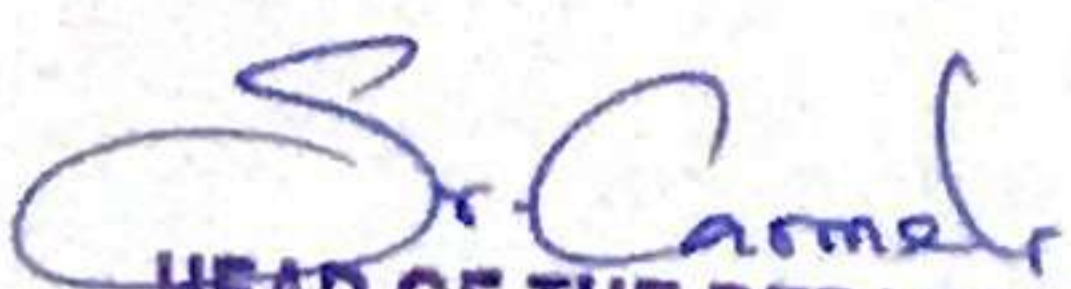
Time: 1.00 PM to 2.00 PM

Duration: 34 Hrs


S.NO	STUDENT NAME	DEPARTMENT	REG. NO	SIGNATURE
1	SELCIYA. J	III B.B.A	CB17B 210127	Selcya J
2	SOMIYA. C	III B.B.A	CB17B 210128	C. Somiya
3	SUBABHARATHI.	III B.B.A	CB17B 210129	SUBABHARATHI.
4	VALARMATHI. S	III B.B.A	CB17B 210130	S. Valarmathi
5	VIJITHRA. S	III B.B.A	CB17A 210131	S. Vijithra
6	AARTHI. R	III B. Sc PHYSICS	CB17S 436156	R. Arthi
7	ABINAYA. R	III B. Sc PHYSICS	CB17S 436157	R. Abinaya
8	ANUSUYA. K	III B. Sc PHYSICS	CB17S 436158	K. Anusuya
9	DIVYA. C	III B. Sc PHYSICS	CB17S 436159	Divya
10	MERLIN JENIFER. A	III B. Sc PHYSICS	CB17S 436161	Merlin Jennifer A
11	MIRUDHULA. M	III B. Sc PHYSICS	CB17S 436162	Mirudhula M
12	PAVITHRA P	III B. Sc PHYSICS	CB17S 436164	Pavithra P
13	RAJESHWARI. A	III B. Sc PHYSICS	CB17S 436165	A. Rajeshwari
14	RAJESHWARI. S	III B. Sc PHYSICS	CB17S 436166	S. RAJESHWARI
15	SHARMILA. S	III B. Sc PHYSICS	CB17S 436170	S. Sharmila
16	SNEKA. A	III B. Sc PHYSICS	CB17S 436171	SNEKA. A
17	SNEKA. T	III B. Sc PHYSICS	CB17S 436172	T. Sneka
18	P. VIMALA	III B. Sc PHYSICS	CB17S 436173	Vimala P
19	V. VITHIYA	III B. Sc PHYSICS	CB17S 436174	VITHIYA V
20	PRIYADHARSHINI. K	III B. Sc MATHEMATICS	CB17S 366397	K. Priyadharshini
21	RAJASUBHA. C	III B. Sc MATHEMATICS	CB17S 366399	Rajasubha C



S.NO	STUDENT NAME	DEPARTMENT	REG. NO	SIGNATURE
22	SURYA. M	III B. Sc MATHEMATICS	CB17S 366405	M. Surya
23	SOUNDHARYA. M	III B. Sc MATHEMATICS	CB17S 366404	M. Soundharya
24	THARANI. T	III B. Sc MATHEMATICS	CB17S 366406	T. Tharani
25	YOGAPRIYA. S	III B. Sc MATHEMATICS	CB17S 366407	S. Yoga
26	SUREGA. S	II B. Sc MATHEMATICS	CB18S 372508	S. Surega
27	VIMAL ROSELIN JENIFER. B	II B. Sc MATHEMATICS	CB18S 372509	B. Vimal
28	VINITHA. K	II B. Sc MATHEMATICS	CB18S 372510	K. Vinitha
29	VINNARASI. A	II B. Sc MATHEMATICS	CB18S 372511	A. Vinnarasi
30	ANUSIYA. S	II M. Sc MATHEMATICS	P18191131	S. Anusuya
31	ARUL NITHYA. R	II M. Sc MATHEMATICS	P18191132	R. Arul Nithya
32	ARUL PRICILLA. F	II M. Sc MATHEMATICS	P18191133	Arul Pricilla F
33	ELAVARASI. K	II M. Sc MATHEMATICS	P18191134	K. Elavarasi
34	JEEVITHA. M	II M. Sc MATHEMATICS	P18191135	M. Jeevitha
35	MUTHU. S	III B. Sc MICROBIOLOGY	CB17S 378404	S. Muthu
36	RAGASUTHA. R	III B. Sc MICROBIOLOGY	CB17S 378407	R. Ragasutha
37	SUBHA. A	III B. Sc MICROBIOLOGY	CB17S 378413	A. Subha
38	VENNILA. V	III B. Sc MICROBIOLOGY	CB17S 378414	Vennila V
39	VIJESHWARI. S	III B. Sc MICROBIOLOGY	CB17S 378415	S. Vijeswari
40	KEERTHI. R	II B. Sc MICROBIOLOGY	CB18S 379700	R. Keerthi
41	MADHUBALA. D	II B. Sc MICROBIOLOGY	CB18S 379701	D. Madhubala
42	RESHMI. P	II B. Sc MICROBIOLOGY	CB18S 379708	P. Reshmi
43	DIVYA. M	I B. Sc MICROBIOLOGY	CB19S 410544	M. Divya
44	KAVITHA. R	I B. Sc MICROBIOLOGY	CB19S 410547	R. Kavitha
45	KOUNISHIYA. M	I B. Sc MICROBIOLOGY	CB19S 410548	M. Kounishiya
46	POTHUM PONNU. S	I B. Sc MICROBIOLOGY	CB19S 410555	S. Pothum Ponnu
47	THAMIZHINI. P	I B. Sc MICROBIOLOGY	CB19S 410562	P. Thamizhini
48	THENMOZHI. G	I B. Sc MICROBIOLOGY	CB19S 410563	G. Thenmozhi


 HEAD OF THE DEPARTMENT
 DEPARTMENT OF ENGLISH
 ARPUTHA COLLEGE OF ARTS & SCIENCE
 ARPUTHA NAGAR, VAMBAN - 622 303.
 PUDUKKOTTAI - (DT).




 PRINCIPAL
 ARPUTHA COLLEGE OF ARTS & SCIENCE
 VAMBAN - 622 303.



DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
LEADERSHIP SKILLS
STUDENTS' ATTENDANCE SHEET

Time: 1.00 P.M. to 2.00 P.M.

S.NO	STUDENT NAME	DEPARTMENT	ATTENDANCE																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	SELCTVA J	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	SOHVA.C	III B.B.A	X	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	SRABHARATHI	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	VALARVATHI.S	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	VALITHRA.S	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	AARITHI.R	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	ABINAYY.A.R	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	ANUSUYA.K	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	DIVYA.C	III B. Sc PHYSICS	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α
10	MERLIN JENIFER.A	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	MIRUDHULA.M	III B. Sc PHYSICS	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α
12	PAVITHIRA.P	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	RAJESHWARI.A	III B. Sc PHYSICS	X	X	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	RAJESHWARI.S	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	SHARMILA.S	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	SNEKA.A	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	SNEKA.T	III B. Sc PHYSICS	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	P.VIMALA	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	V.VITHIYA	III B. Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	PRIVADHARSHINI.K	III B. Sc MATHEMATICS	X	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α	α

Duration: 34 Hrs



S.NO	STUDENT NAME	DEPARTMENT																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	RAJASUBHA. C	III B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	SURYA. M	III B. Sc MATHEMATICS	X	α	X	X	X	X	X	X	X	X	X	X	X	α	X	X	X	X	X	X
23	SOUNDHARYA. M	III B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	α	X	X
24	THARANI. T	III B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	YOGAPRIYA. S	III B. Sc MATHEMATICS	X	X	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	α	X	X
26	SUREGA. S	II B. Sc MATHEMATICS	X	X	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	VIMAL ROSELIN JENIFER. B	II B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	VINITHA. K	II B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	VINNARASI. A	II B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	ANUSIYA. S	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	α	X
31	ARUL NITHYA. R	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	α	X	X
32	ARUL PRICILLA. F	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	ELAVARASI. K	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	α	X	X	X	X	X	X
34	JEEVITHA. M	II M. Sc MATHEMATICS	X	X	X	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	α	X
35	MUTHU. S	III B. Sc MICROBIOLOGY	X	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	RAGASUTHA. R	III B. Sc MICROBIOLOGY	α	X	X	X	X	X	X	X	α	X	X	X	X	X	X	X	X	X	X	X
37	SUBHA. A	III B. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	α	X	X
38	VENNILA. V	III B. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	VJLESHWARL. S	III B. Sc MICROBIOLOGY	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	KEERTHI. R	II B. Sc MICROBIOLOGY	α	α	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
			13/2/2020	14/2/2020	15/2/2020	17/2/2020	18/2/2020	19/2/2020	20/2/2020	21/2/2020	22/2/2020	24/2/2020	25/2/2020	26/2/2020	27/2/2020	28/2/2020	29/2/2020	Total No of Hours Attended	Remarks			
1	SELCHYA.J	III B.B.A	X	X	X	♀	X	X	X	X	X	X	X	X	X	X	33					
2	SOMIVA.C	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32					
3	SUBABHARATHI.	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	30					
4	VALARMATHI.S	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33					
5	VJITHRA.S	III B.B.A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34					
6	AARTHI.R	III B.Sc PHYSICS	X	X	X	♀	♀	X	X	X	X	X	X	X	X	X	32					
7	ABINAYA.R	III B.Sc PHYSICS	♀	X	X	X	X	X	X	X	X	X	X	X	X	X	22					
8	ANUSIYA.K	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33					
9	DIVYA.C	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	27					
10	MERLIN JENIFER.A	III B.Sc PHYSICS	X	X	X	X	X	X	♀	X	X	X	X	X	X	X	30					
11	MIRUDHULA.M	III B.Sc PHYSICS	X	X	X	X	X	X	♀	X	X	X	X	X	X	X	27					
12	PAYITHRA.P	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	30					
13	RAJESHWARI.A	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	27					
14	RAJESHWARI.S	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33					
15	SHARMI.A.S	III B.Sc PHYSICS	X	X	X	♀	X	X	X	X	X	X	X	X	X	X	32					
16	SNEKA.A	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34					
17	SNEKA.T	III B.Sc PHYSICS	♀	X	X	X	X	X	X	X	X	X	X	X	X	X	30					
18	P.VIMALA	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33					
19	V.VITHIYA	III B.Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33					
20	PRIYADHARSHINI.K	III B.Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	26					



S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	Remarks
			13/2/2020	14/2/2020	15/2/2020	17/2/2020	18/2/2020	19/2/2020	20/2/2020	21/2/2020	22/2/2020	24/2/2020	25/2/2020	26/2/2020	27/2/2020	28/2/2020	Total No of Hours Attended	
21	RAJASUBHA. C	III B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32	
22	SURYA. M	III B. Sc MATHEMATICS	α	α	α	α	α	α	α	α	α	α	α	α	α	α	27	
23	SOUNDHARYA. M	III B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
24	THARANI. T	III B. Sc MATHEMATICS	α	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
25	YOGAPRIYA. S	III B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	29	
26	SUREGA. S	II B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	α	31	
27	VIMAL ROSELIN JENIFER. B	II B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
28	VINITHA. K	II B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
29	VINNARASI. A	II B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
30	ANUSIYA. S	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32	
31	ARLU NITHYA. R	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
32	ARLU PRICILLA. F	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
33	ELAVARASI. K	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	31	
34	JEEVITHA. M	II M. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32	
35	MUTHU. S	III B. Sc MICROBIOLOGY	X	X	X	α	X	X	X	X	X	X	X	X	X	X	30	
36	RAGASUTHA. R	III B. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	28	
37	SUBHA. A	III B. Sc MICROBIOLOGY	X	X	X	α	X	X	X	X	X	X	X	X	X	X	28	
38	VENNILA. V	III B. Sc MICROBIOLOGY	α	X	X	X	X	X	X	X	X	X	X	X	X	X	32	
39	VJESHVARI. S	III B. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
40	KEERTHI. R	II B. Sc MICROBIOLOGY	X	α	α	α	α	α	α	α	α	α	α	α	α	α	22	





ARPUTHA COLLEGE OF ARTS & SCIENCE
VAMBAN - 622 303.

Principal



HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303.
PUDUKKOTTAI - (DT).

S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
			13/02/2020	14/02/2020	15/02/2020	17/02/2020	18/02/2020	19/02/2020	20/02/2020	21/02/2020	22/02/2020	24/02/2020	25/02/2020	26/02/2020	27/02/2020	28/02/2020	Total No of Hours Attended	Remarks				
41	MADHUBALA. D	II B. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	31					
42	RESHMI. P	II B. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32					
43	DIVYA. M	IB. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	27					
44	KAVITHA. R	IB. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	31					
45	KOUNISHIYA. M	IB. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	31					
46	POTHUM PONNU. S	IB. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32					
47	THAMIZHINI. P	IB. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	31					
48	THENMOZHI. G	IB. Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33					



ARPUTHA COLLEGE OF ARTS & SCIENCE

(Affiliated to Bharathidasan University)

Arputha Nagar, Vamban - 622 303. Alangudi (T.k), Pudukkottai (Dt)

www.arputhacollege.in

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019 – 2020)
LEADERSHIP SKILLS

Date : 09.04.2020

COURSE BRIEF REPORT WITH PHOTO

This report presents an overview of the Leadership Skills Certificate Course conducted by the Department of English at Arputha College of Arts and Science during the academic year 2019-2020. The course focused on developing students' leadership abilities, equipping them with essential skills and qualities to lead effectively in various personal, academic, and professional settings. The report includes details about the course duration, enrollment statistics, and the number of students who successfully completed the program and received their certificates.

Course Overview

The Leadership Skills Certificate Course at Arputha College of Arts and Science aimed to foster leadership qualities and capabilities among the students. Through a combination of theory, practical exercises, and case studies, the course sought to empower participants with the knowledge and confidence to lead with integrity, inspire others, and achieve success in their endeavors.

Course Duration

The course spanned a total of 34 hours, which were distributed across multiple sessions throughout the academic year 2019-2020. The course was started on 20.01.2020 and ended on 28.02.2020. The duration of the course was carefully planned to cover a comprehensive range of leadership principles while considering students' academic commitments.

Course Coordinator

The Academic Council members appointed Mrs. G. Suvetha as the course coordinator for the "Leadership Skills" Certificate Course.

Enrollment Statistics

A total of 48 students enrolled in the Leadership Skills Certificate Course, indicating significant interest among the student community in developing their leadership potential. The course's popularity showcased its relevance in nurturing leadership qualities that are valued in both academic and professional domains.

Course Curriculum

The curriculum was thoughtfully structured by the Department of English to encompass various aspects of leadership. It included modules on leadership styles, effective communication, decision-making, conflict resolution, team-building, and time management.

Teaching Methodology

The faculty employed an interactive teaching approach to actively engage students in the learning process. The course delivery consisted of lectures, group discussions, role-playing activities, leadership simulations, and real-life case studies to provide students with practical insights into leadership challenges and solutions.

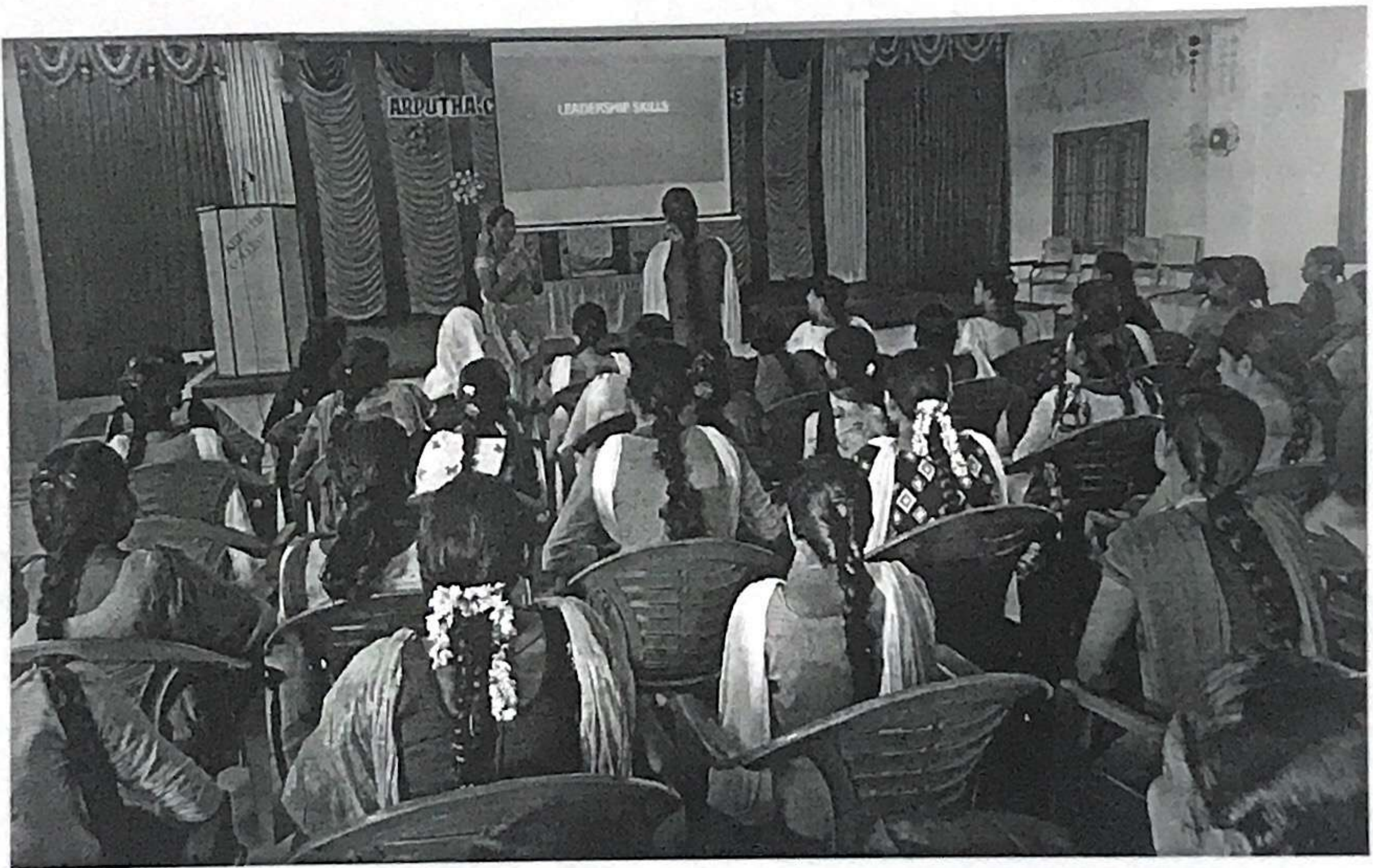
Certificate Criteria

The course required students to attend a total of 34 hours of instruction. Notably, students who attended more than or equal to 27 hours of the course were eligible to receive a certificate of completion.

Certificate Distribution

At the conclusion of the Leadership Skills Certificate Course, 45 students demonstrated commendable progress in their leadership abilities and successfully fulfilled the course requirements. These students were awarded certificates of completion, acknowledging their dedication and achievement in developing their leadership skills.

Eventually, the Leadership Skills Certificate Course proved to be an instrumental program in nurturing leadership qualities among students. With 45 out of 48 students successfully completing the course, the program achieved its objective of empowering students with essential leadership skills.





ARPUTHA COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathidasan University, Tiruchirappalli - 24.

Arputha Nagar, Vamban, Pudukkottai - 622 303

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
LEADERSHIP SKILLS (2019-2020)**

Subject Code: 19ENCCLS

Class:

Name:

Semester: Even

Duration: 1 hr.

Reg. No:

Answer ALL Questions:

25x2=50

1. What is one key quality of an effective leader?
 - a) Micromanagement
 - b) Ignoring team members
 - c) Empathy and understanding
 - d) Avoiding responsibility
2. Why is leadership significant in organizations?
 - a) It ensures employees follow rules.
 - b) It facilitates effective teamwork.
 - c) It eliminates the need for communication.
 - d) It reduces decision-making complexity.
3. Which of the following is NOT a characteristic of a leader?
 - a) Vision
 - b) Integrity
 - c) Micromanagement
 - d) Communication skills
4. What does it mean to identify personal leadership strengths?
 - a) To ignore personal strengths
 - b) To focus only on weaknesses
 - c) To recognize and leverage one's leadership qualities
 - d) To hide leadership qualities from the team
5. What is one reason why leadership development is important?
 - a) To avoid communication with team members
 - b) To retain a hierarchical organizational structure
 - c) To prepare for future leadership roles and challenges
 - d) To ignore team collaboration
6. Which of the following is NOT an element of effective communication?
 - a) Active listening
 - b) Giving vague instructions



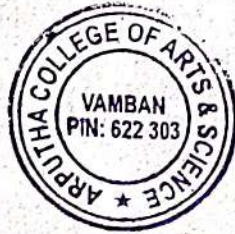
- c) Providing clear feedback
 - d) Demonstrating empathy
7. How can effective communication skills benefit a leader?
- a) By creating confusion within the team
 - b) By fostering transparency and trust
 - c) By reducing the need for listening
 - d) By avoiding feedback from team members
8. What is emotional intelligence in leadership?
- a) Ignoring emotions in decision-making
 - b) Developing empathy and understanding emotions in oneself and others
 - c) Suppressing emotions in all circumstances
 - d) Encouraging emotional outbursts within the team
9. What is active listening?
- a) Ignoring what others say
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 - d) Speaking continuously without pause
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 - b) To provide praise only
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13. What is a common challenge in balancing risk and reward in decision-making?
- a) Avoiding all risks
 - b) Taking excessive risks without assessing consequences
 - c) Ignoring potential rewards
 - d) Avoiding decisions entirely
14. What is a problem-solving technique for complex challenges?
- a) Ignoring complex challenges
 - b) Breaking challenges into smaller, manageable parts
 - c) Blaming team members for challenges



- d) Avoiding challenges altogether
15. How can leaders foster a culture of innovation in problem-solving?
- a) By discouraging new ideas
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- a) Keeping the vision a secret
 - b) Developing a vague and uninspiring vision
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23. In leadership, what does it mean to "walk the talk"?
- a) To make empty promises



- b) To communicate a vision without following through
 - c) To lead by example and align actions with values and vision
 - d) To avoid any form of communication
24. How can leaders sustain motivation and inspiration in their teams?
- a) By ignoring team morale
 - b) By constantly criticizing team members
 - c) By providing clear goals and recognition
 - d) By avoiding any form of communication
25. What is the role of a leader in conveying their vision to the team?
- a) To avoid discussing the vision with the team
 - b) To communicate the vision clearly and regularly
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Arputha Nagar, Vamban, Pudukkottai - 622 303

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
LEADERSHIP SKILLS (2019-2020)
Subject Code: 19ENCCLS

ANSWER KEY

1. c) Empathy and understanding
2. b) It facilitates effective teamwork.
3. c) Micromanagement
4. c) To recognize and leverage one's leadership qualities
5. c) To prepare for future leadership roles and challenges
6. b) Giving vague instructions
7. b) By fostering transparency and trust
8. b) Developing empathy and understanding emotions in oneself and others
9. c) Fully focusing on and understanding what someone is saying
10. c) To enhance performance and promote growth
11. c) To facilitate and guide the decision-making process
12. c) Democratic decision-making
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23. c) To lead by example and align actions with values and vision
24. c) By providing clear goals and recognition
25. b) To communicate the vision clearly and regularly



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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
LEADERSHIP SKILLS (2019-2020)

Subject Code: 19ENCCLS

Class: II-B.Sc, MATHEMATICS

Name: VIMAL ROSALIN JENIFER

Semester: Even

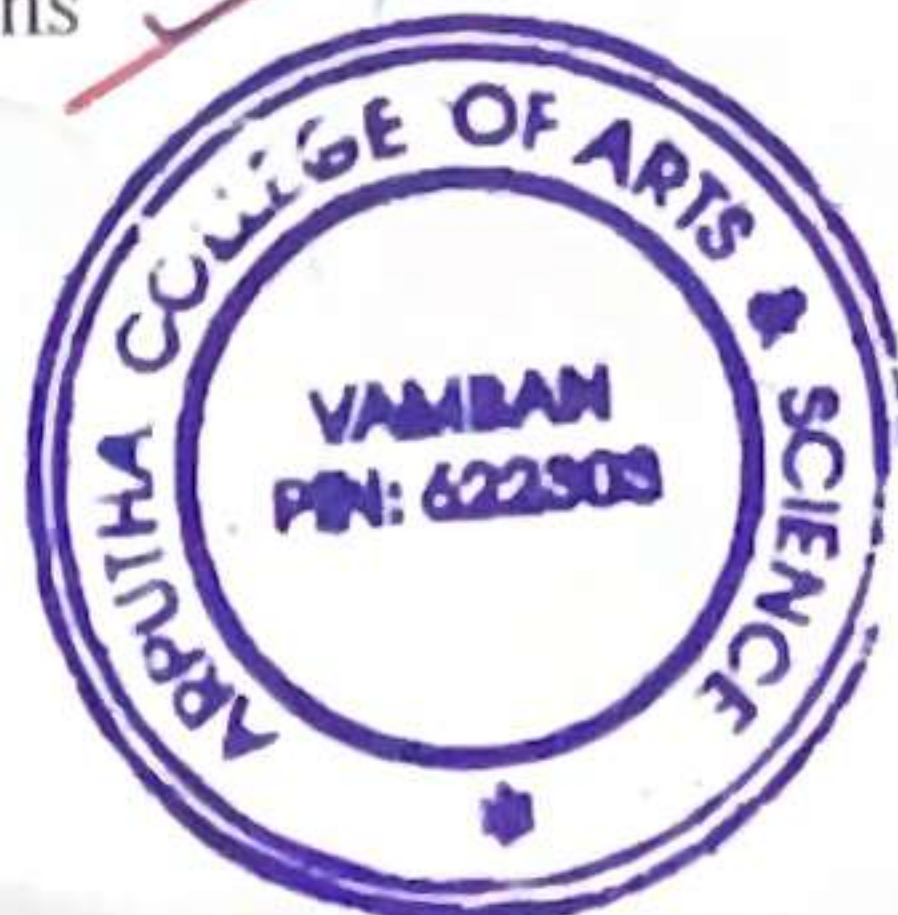
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Answer ALL Questions:

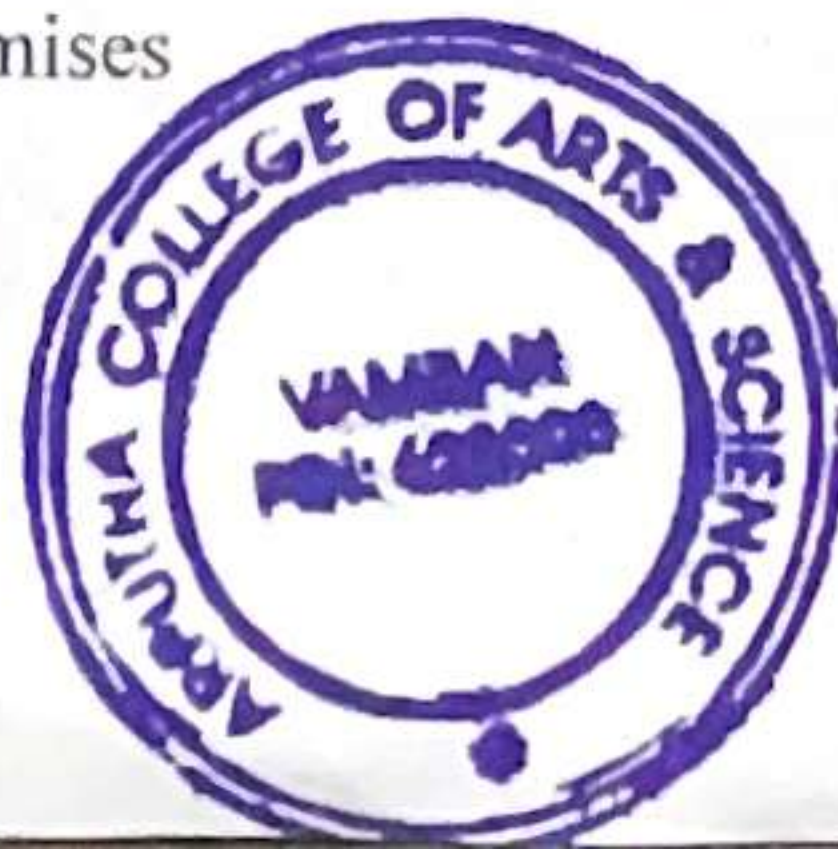
25x2=50

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ARPUTHA COLLEGE OF ARTS AND SCIENCE

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**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
LEADERSHIP SKILLS (2019-2020)**

Subject Code: 19ENCCLS

Class: III-BBA

Name: VIJITHRA .9

Semester: Even

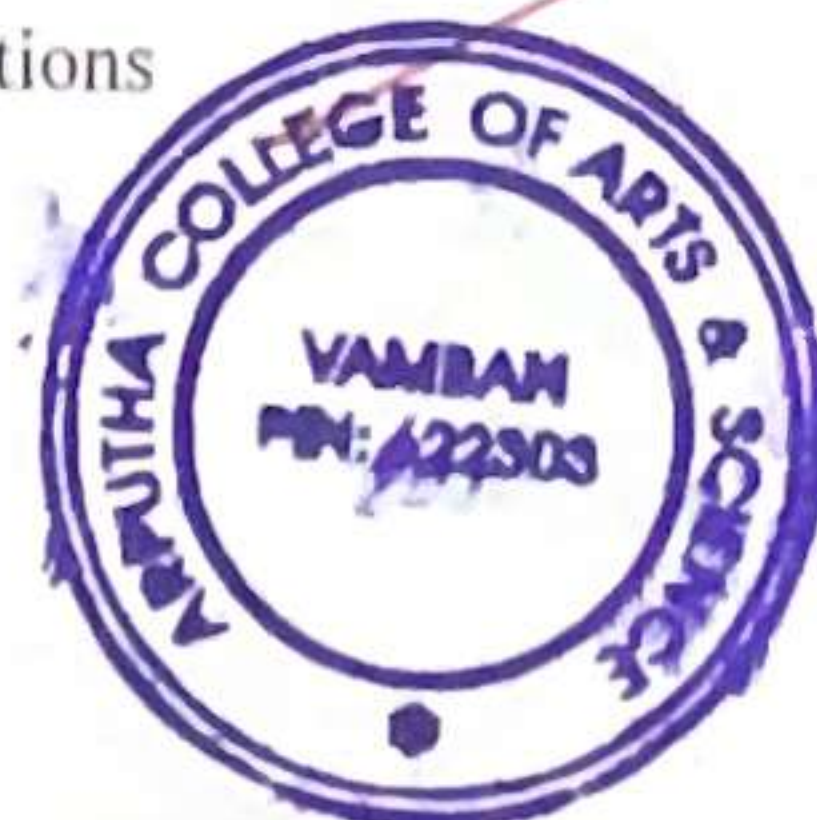
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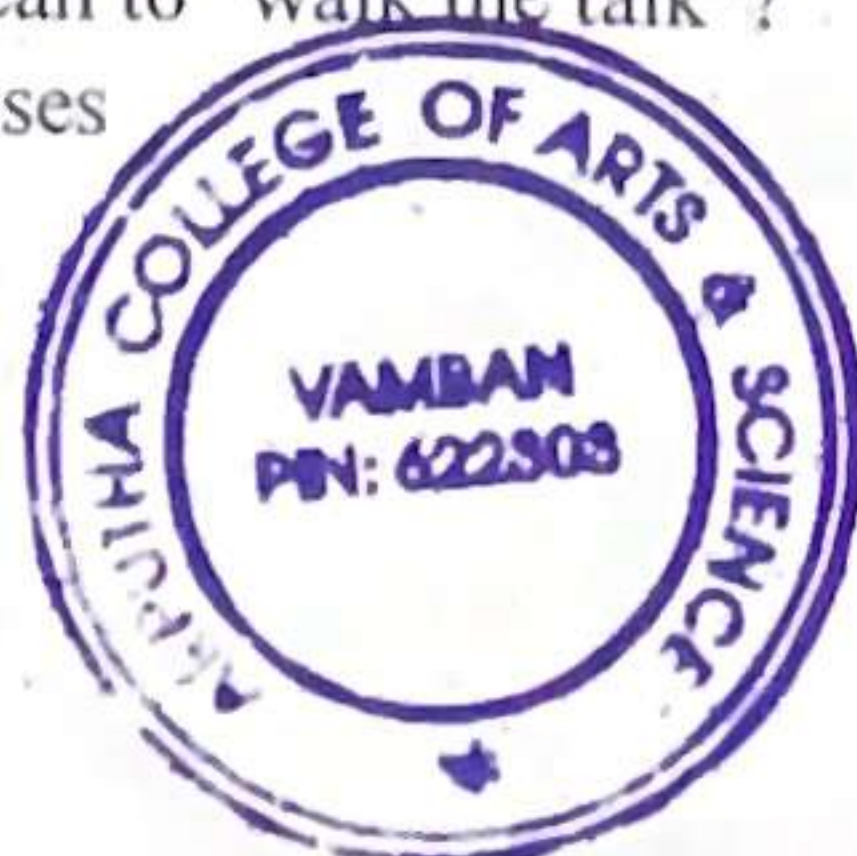
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Arputha Nagar, Vamban, Pudukkottai - 622 303

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
LEADERSHIP SKILLS (2019-2020)

Subject Code: 19ENCCLS

Class: III B.Sc. MICROBIOLOGY

Name: VENNILA .V

Semester: Even

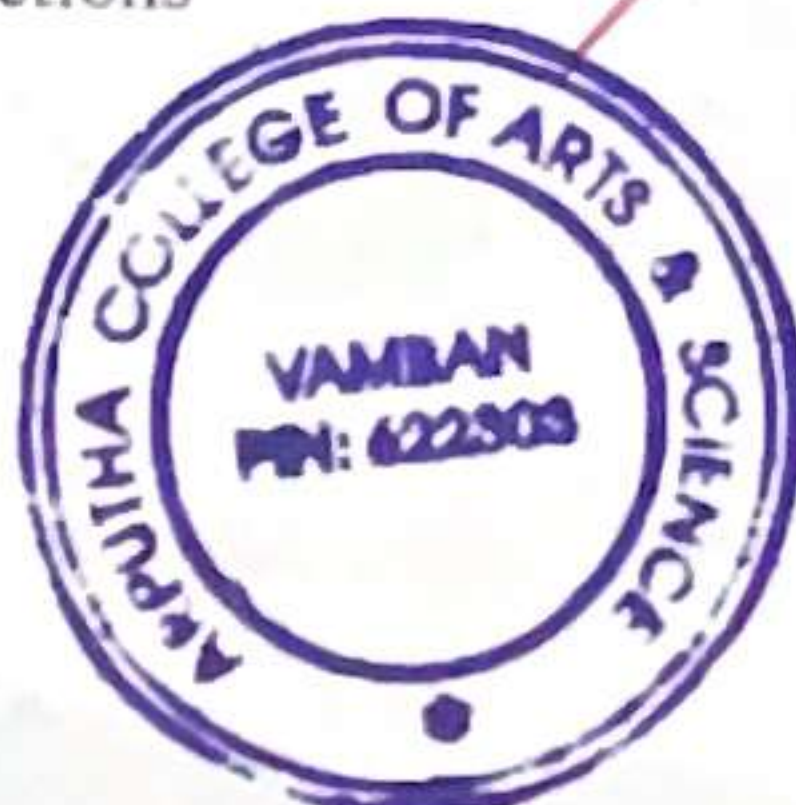
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Reg. No: CB17C 378414

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22. What does crafting a compelling vision in leadership involve?
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- b) To communicate a vision without following through
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24. How can leaders sustain motivation and inspiration in their teams?
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25. What is the role of a leader in conveying their vision to the team?
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46
50



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Arputha Nagar, Vamban, Pudukkottai - 622 303

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
LEADERSHIP SKILLS (2019-2020)

Subject Code: 19ENCCLS

Class: III - B.Sc, PHYSICS

Name: SNEKA A

Semester: Even

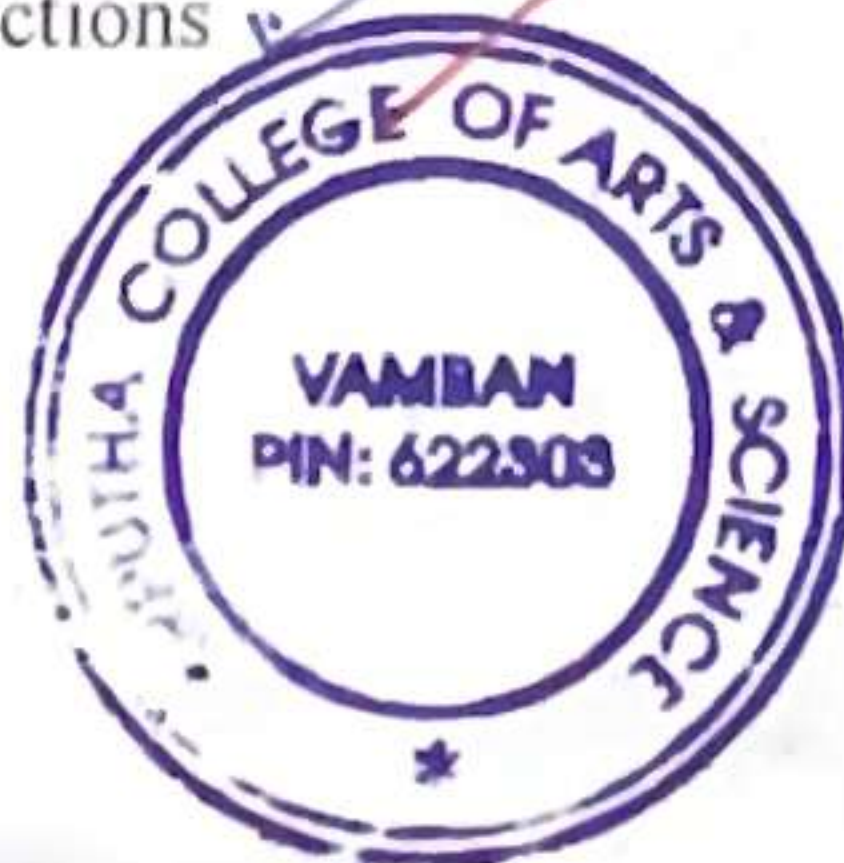
Duration: 1 hr.

Reg. No: CBTSL436171

Answer ALL Questions:

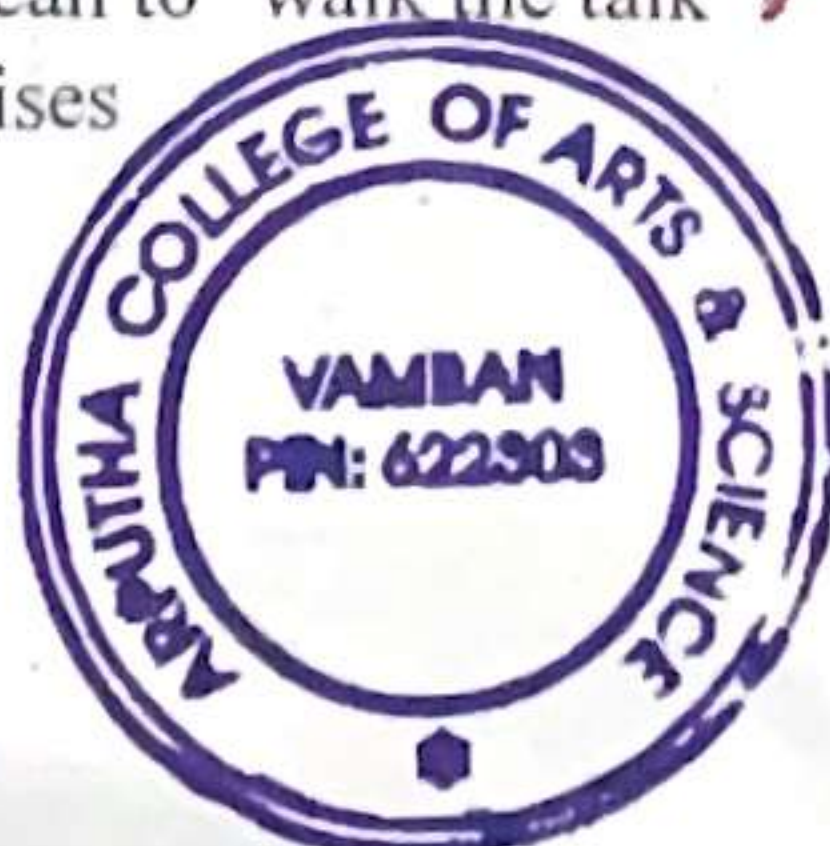
25x2=50

1. What is one key quality of an effective leader?
 - a) Micromanagement
 - b) Ignoring team members
 - c) Empathy and understanding ✓
 - d) Avoiding responsibility
2. Why is leadership significant in organizations?
 - a) It ensures employees follow rules.
 - b) It facilitates effective teamwork. ✓
 - c) It eliminates the need for communication.
 - d) It reduces decision-making complexity.
3. Which of the following is NOT a characteristic of a leader?
 - a) Vision
 - b) Integrity
 - c) Micromanagement ✓
 - d) Communication skills
4. What does it mean to identify personal leadership strengths?
 - a) To ignore personal strengths
 - b) To focus only on weaknesses
 - c) To recognize and leverage one's leadership qualities ✓
 - d) To hide leadership qualities from the team
5. What is one reason why leadership development is important?
 - a) To avoid communication with team members
 - b) To retain a hierarchical organizational structure
 - c) To prepare for future leadership roles and challenges ✓
 - d) To ignore team collaboration
6. Which of the following is NOT an element of effective communication?
 - a) Active listening
 - b) Giving vague instructions ✓



- c) Providing clear feedback
 - d) Demonstrating empathy
7. How can effective communication skills benefit a leader?
- a) By creating confusion within the team
 - b) By fostering transparency and trust ✓
 - c) By reducing the need for listening ✓
 - d) By avoiding feedback from team members
8. What is emotional intelligence in leadership?
- a) Ignoring emotions in decision-making
 - b) Developing empathy and understanding emotions in oneself and others ✓
 - c) Suppressing emotions in all circumstances
 - d) Encouraging emotional outbursts within the team
9. What is active listening?
- a) Ignoring what others say
 - b) Listening while multitasking
 - c) Fully focusing on and understanding what someone is saying ✓
 - d) Speaking continuously without pause
10. Why is feedback important in leadership?
- a) To make team members feel uncomfortable
 - b) To provide praise only
 - c) To enhance performance and promote growth ✓
 - d) To avoid communication with the team
11. What is the role of a leader in decision-making?
- a) To make all decisions independently
 - b) To delegate all decisions to the team
 - c) To facilitate and guide the decision-making process ✓
 - d) To avoid making decisions altogether
12. Which decision-making approach involves gathering input from team members but ultimately allows the leader to make the final decision?
- a) Autocratic decision-making
 - b) Laissez-faire decision-making
 - c) Democratic decision-making ✓
 - d) Avoiding decision-making
13. What is a common challenge in balancing risk and reward in decision-making?
- a) Avoiding all risks
 - b) Taking excessive risks without assessing consequences ✓
 - c) Ignoring potential rewards
 - d) Avoiding decisions entirely
14. What is a problem-solving technique for complex challenges?
- a) Ignoring complex challenges
 - b) Breaking challenges into smaller, manageable parts ✓
 - c) Blaming team members for challenges

- d) Avoiding challenges altogether
15. How can leaders foster a culture of innovation in problem-solving?
- a) By discouraging new ideas
 - b) By focusing only on traditional solutions
 - c) By encouraging creativity and openness to new approaches ✓
 - d) By avoiding communication with team members
16. How can leaders nurture a culture of collaboration?
- a) By discouraging teamwork
 - b) By promoting competition among team members
 - c) By fostering cooperation and sharing of ideas ✓
 - d) By avoiding team interaction
17. What is delegation in leadership?
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 - b) Assigning all tasks to oneself
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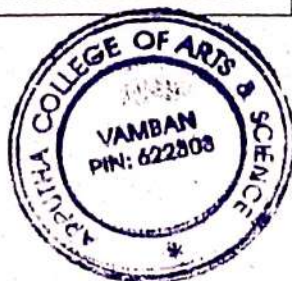
DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019 – 2020)
LEADERSHIP SKILLS
STUDENTS MARK LIST

S.NO	STUDENT NAME	DEPARTMENT	REG. NO	MAXIMUM MARKS	MARKS OBTAINED
1	SELCIYA. J	III B.B.A	CB17B 210127	50	38
2	SOMIYA. C	III B.B.A	CB17B 210128	50	34
3	SUBABHARATHI.	III B.B.A	CB17B 210129	50	34
4	VALARMATHI. S	III B.B.A	CB17B 210130	50	38
5	VIJITHRA. S	III B.B.A	CB17A 210131	50	36
6	AARTHI. R	III B. Sc PHYSICS	CB17S 436156	50	34
7	ABINAYA. R	III B. Sc PHYSICS	CB17S 436157	50	40
8	ANUSUYA. K	III B. Sc PHYSICS	CB17S 436158	50	36
9	DIVYA. C	III B. Sc PHYSICS	CB17S 436159	50	36
10	MERLIN JENIFER. A	III B. Sc PHYSICS	CB17S 436161	50	32
11	MIRUDHULA. M	III B. Sc PHYSICS	CB17S 436162	50	42
12	PAVITHRA P	III B. Sc PHYSICS	CB17S 436164	50	34
13	RAJESHWARI. A	III B. Sc PHYSICS	CB17S 436165	50	44
14	RAJESHWARI. S	III B. Sc PHYSICS	CB17S 436166	50	34
15	SHARMILA. S	III B. Sc PHYSICS	CB17S 436170	50	40
16	SNEKA. A	III B. Sc PHYSICS	CB17S 436171	50	46
17	SNEKA. T	III B. Sc PHYSICS	CB17S 436172	50	42
18	P. VIMALA	III B. Sc PHYSICS	CB17S 436173	50	36
19	V. VITHIYA	III B. Sc PHYSICS	CB17S 436174	50	36
20	PRIYADHARSHINI. K	III B. Sc MATHEMATICS	CB17S 366397	50	40
21	RAJASUBHA. C	III B. Sc PHYSICS	CB17S 366399	50	36



S.NO	STUDENT NAME	DEPARTMENT	REG. NO	MAXIMUM MARKS	MARKS OBTAINED
22	SURYA. M	III B. Sc MATHEMATICS	CB17S 366405	50	36
23	SOUNDHARYA. M	III B. Sc MATHEMATICS	CB17S 366404	50	34
24	THARANI. T	III B. Sc MATHEMATICS	CB17S 366406	50	32
25	YOGAPRIYA. S	III B. Sc MATHEMATICS	CB17S 366407	50	36
26	SUREGA. S	II B. Sc MATHEMATICS	CB18S 372508	50	40
27	VIMAL ROSELIN JENIFER.B	II B. Sc MATHEMATICS	CB18S 372509	50	46
28	VINITHA. K	II B. Sc MATHEMATICS	CB18S 372510	50	36
29	VINNARASI. A	II B. Sc MATHEMATICS	CB18S 372511	50	34
30	ANUSIYA. S	II M. Sc MATHEMATICS	P18191131	50	40
31	ARUL NITHYA. R	II M. Sc MATHEMATICS	P18191132	50	42
32	ARUL PRICILLA. F	II M. Sc MATHEMATICS	P18191133	50	40
33	ELAVARASI. K	II M. Sc MATHEMATICS	P18191134	50	44
34	JEEVITHA. M	II M. Sc MATHEMATICS	P18191135	50	42
35	MUTHU. S	III B. Sc MICROBIOLOGY	CB17S 378404	50	34
36	RAGASUTHIA. R	III B. Sc MICROBIOLOGY	CB17S 378407	50	36
37	SUBHA. A	III B. Sc MICROBIOLOGY	CB17S 378413	50	36
38	VENNILA. V	III B. Sc MICROBIOLOGY	CB17S 378414	50	44
39	VIJESHWARI. S	III B. Sc MICROBIOLOGY	CB17S 378415	50	34
40	KEERTHI. R	II B. Sc MICROBIOLOGY	CB18S 379700	50	40
41	MADIHUBALA. D	II B. Sc MICROBIOLOGY	CB18S 379701	50	42
42	RESHMI. P	II B. Sc MICROBIOLOGY	CB18S 379708	50	34
43	DIVYA. M	I B. Sc MICROBIOLOGY	CB19S 410544	50	38
44	KAVITHA. R	I B. Sc MICROBIOLOGY	CB19S 410547	50	40
45	KOUNISHIYA. M	I B. Sc MICROBIOLOGY	CB19S 410548	50	34
46	POTHUM PONNU. S	I B. Sc MICROBIOLOGY	CB19S 410555	50	40
47	THAMIZHINI. P	I B. Sc MICROBIOLOGY	CB19S 410562	50	38
48	THENMOZHI. G	I B. Sc MICROBIOLOGY	CB19S 410563	50	36


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SKILL DEVELOPMENT PROGRAMME
Certificate - Course
Certificate

SUB CODE: 19ENCCLS

This is to certify thatV.IMAL ROSALIN JENIFER B.....
 ofII - B. SC. MATHEMATICS..... has completed certificate Course on
 ..LEADERSHIP SKILLS..... conducted by the Department of ..ENGLISH.....
during ..2019 - 2020 / EVEN..... Semester.

S.S.
Course
Co-Ordinator
 COURES CO-ORDINATOR
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 Arputha Nagar, Vamban,
 Pudukkottai (Dt) - 622 303.

Sr Carmel
Head of the
Department
 HEAD OF THE DEPARTMENT
 DEPARTMENT OF ENGLISH
 ARPUTHA COLLEGE OF ARTS & SCIENCE
 ARPUTHA NAGAR, VAMBAN - 622 303.
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Principa
Principal
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SKILL DEVELOPMENT PROGRAMME

Certificate - Course

Certificate

SUB CODE: 19EN2CLS

This is to certify thatVENNILA:V.....
ofIII B.Sc. MICROBIOLOGY..... has completed certificate Course on
LEADERSHIP SKILLS..... conducted by the Department ofENGLISH.....
.....during 2019-2020 / EVEN..... Semester.

G.S.
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Co-Ordinator

COURES CO-ORDINATOR
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Arputha Nagar, Vamban,
Pudukkottai (DT) - 622 303.

S. Carmel
Head of the
Department

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ARPUTHA NAGAR, VAMBAN - 622 303
PUDUKKOTTAI - (DT).

Joseph
Principal

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Certificate - Course
Certificate

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of III B.B.A has completed certificate Course on
..... LEADERSHIP SKILLS conducted by the Department of ENGLISH
..... during 2019-2020 / EVEN Semester.

G.S
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COURSE CO-ORDINATOR
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Pudukkottai (DT) - 622 303.

Sr. Carmel
Head of the
Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303,
PUDUKKOTTAI - (DT).

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of ...M.B.Sc:PHYSICS..... has completed certificate Course on
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.....during...2019...-2020..... Semester.

G.S
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VAMBAN - 622 303.

DEPARTMENT OF ENGLISH

Cordially invites you

to the Inaugural function of Certificate Course

on

SPOKEN ENGLISH

Venue : Auditorium

Time
1 to 2 p.m.

Date
26.08.2019

Programme Coordinator: Mr. M. GANESAN

Members of the Programme

Dr. P. KUMARRESAN

Dr. M. KISHORE KUMAR

Sr. A. MARY DENNY

Mrs. G. SUVETHA

Mr. R. SATHIYAMOORTHY



Welcome all



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Date :

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
SPOKEN ENGLISH
SYLLABUS

Objectives:

Total Hrs.: 37 Hrs.

Upon successful completion of the Spoken English course, participants will be able to:

- Improve Pronunciation and Fluency
- Expand Vocabulary and Idiomatic Expressions
- Build Confidence in Speaking
- Enhance Listening Skills
- Engage in Everyday Conversations

UNIT 1

Parts of Speech - Synonyms and their uses, Antonyms and their uses.

UNIT 2

Tenses and Articles

UNIT 3

Types of Sentences and Sentence Patterns.

UNIT 4

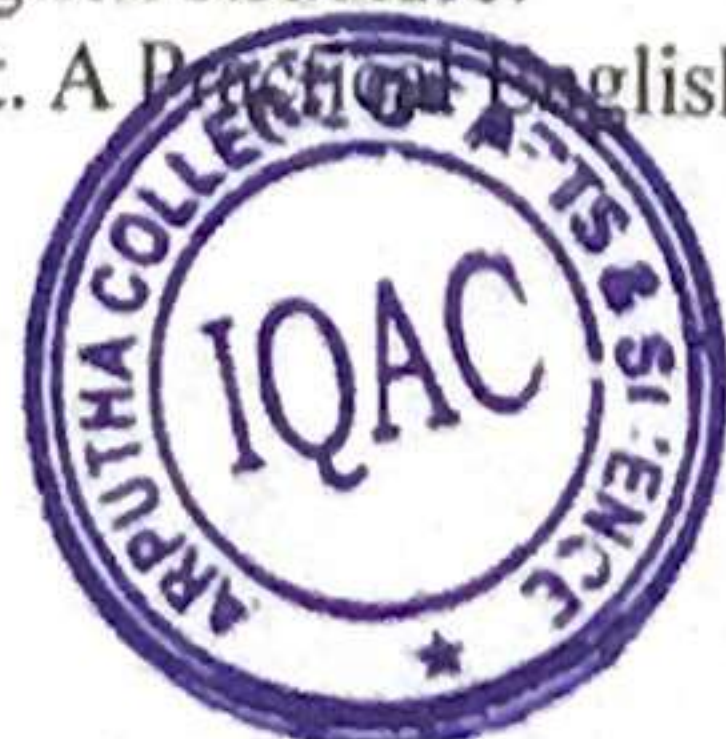
Conversations- Greetings- Introducing Oneself – Making Request -Seeking Permission- Complimenting and Congratulating – Using English in Real Life - Situations.

UNIT 5

Phonemes: Consonants-Vowels and Diphthongs – Phonetic Transcription of Words and Sentences - Intonation: Rising Tone- Falling Tone- Syllables and CVC Pattern - Rules for Word Accents.

REFERENCES:

1. Bansal R.K. and Harrison J.B. Spoken English for India.
2. Katamba, F. An Introduction to Phonology, Longman, 1989.
3. Bygate, M. Speaking Oxford: Oxford University Press.
4. K.S. Smitha Annie Pothen, English conversational Practice. Sterling Publication Pvt.Ltd.
5. Geoffrey Leech, Margaret Dueshar. English Grammar Today.
6. W.S. Allen, Living English structure.
7. Thomson and Martinet. A Practical English Grammar, OUP, 1986.





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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
SPOKEN ENGLISH
STUDENTS NAME LIST

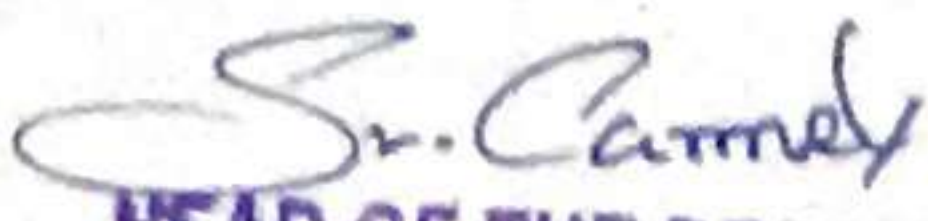
Time: 1.00 PM to 2.00 PM

Duration: 37 Hrs.


S. NO	STUDENT NAME	DEPARTMENT	REG. NO.	SIGNATURE
1	ANITHA C	I-BA. ENGLISH	CB17A 126682	C. Anitha
2	ESWARI T	I-BA. ENGLISH	CB17A 126687	T. Eswari
3	KALAISELVI M	I-BA. ENGLISH	CB17A 126692	M. Kalaiselvi
4	PREMA A	I-BA. ENGLISH	CB17A 126696	A. Prema
5	RANJITHA R	I-BA. ENGLISH	CB17A 126701	Ranjitha R.
6	RASIYA C	I-BA. ENGLISH	CB17A 126702	C. Rasiya
7	SANTHIRIYA S	I-BA. ENGLISH	CB17A 126704	S. Santhiriya
8	SOBIKA G	I-BA. ENGLISH	CB17A 126706	G. Sobika
9	SUREKA G	I-BA. ENGLISH	CB17A 126708	G. Sureka
10	ABITHA V	I-B.Sc. PHYSICS	CB19S 442761	V. Abitha
11	BANUPRIYA N	I-B.Sc. PHYSICS	CB19S 442762	N. Banupriya
12	KOUSALYA C	I-B.Sc. PHYSICS	CB19S 442770	C. Kousalya
13	REMEENA J	I-B.Sc. PHYSICS	CB19S 442773	J. Remsena
14	SUVETHA M	I-B.Sc. PHYSICS	CB19S 442777	M. SUVETHA
15	KAVITHA D	I-B.Sc. PHYSICS	CB19 442769	D. Kavitha
16	PRABISHA S	I-B.Sc. PHYSICS	CB19S 442772	Prabisha
17	ABINAYA R	I-B.Sc. MATHEMATICS	CB19S 377816	R. Abinaya
18	ARCHANA R	I-B.Sc. MATHEMATICS	CB19S 377818	R. Archana
19	CESILI P	I-B.Sc. MATHEMATICS	CB19S 377819	P. cesili
20	DIVYA R	I-B.Sc. MATHEMATICS	CB19S 377822	R. Divya
21	HARSHINI N	I-B.Sc. MATHEMATICS	CB19S 377823	N. Harshini
22	JAYASRI A	I-B.Sc. MATHEMATICS	CB19S 377824	Jayasri A



S. NO	STUDENT NAME	DEPARTMENT	REG. NO.	SIGNATURE
23	KAYALVIZHI M	I-B.Sc. MATHEMATICS	CB19S 377825	M. Kayalvizhi
24	PRETHA D	I-B.Sc. MATHEMATICS	CB19S 377827	Preetha D
25	PRIYANKA M	I-B.Sc. MATHEMATICS	CB19S 377828	M. PRIYANKA
26	BABY RUBAVATHI S	II-B.Sc. MICROBIOLOGY	CB18S 379696	S. Rubavathi
27	VANITHA P	II-B.Sc. MICROBIOLOGY	CB18S 379714	P. Vanitha
28	MAHALAKSHMI R	II-B.Sc. MICROBIOLOGY	CB18S 379702	R. Mahalakshmi
29	THINEKA P	II-B.Sc. MICROBIOLOGY	CB18S 379713	P. Thineka
30	VISHVAPRIYA C	II-B.Sc. MICROBIOLOGY	CB18S 379716	Vishvapriya C
31	NANDHINI S	II-B. Com	CB18C 58306	Nandhini S
32	SUBASHINI C	III-B. Com	CB17C 46523	SUBASHINI C
33	JEROBA A	I-B. Com	CB19C 70668	JEROBA A
34	MUTHULAKSHMI M	I-B. Com	CB19C 70670	Muthulakshmi M
35	PRIYADHARSINI V	I-B. Com	CB19C 70672	V. Priyadharsini
36	SUGANYA P	I-B. Com	CB19C 70675	SUGANYA P
37	THINEGA M	I-B. Com	CB19C 70677	M. Thinega
38	BHAVANI P	II-B.A TAMIL	CB18A 176052	P. Bhavani
39	DHANALAKSHMI N	II-B.A TAMIL	CB18A 176053	N. Dhana
40	PUNITHA J	II-B.A TAMIL	CB18A 176055	J. Punitha
41	SANTHIYA D	II-B.A TAMIL	CB18A 176057	Santhiya D
42	SULOKCHANA N	II-B.A TAMIL	CB18A 176058	SANTHIYAD
43	VEERASUNDHARI B	II-B.A TAMIL	CB18A 176060	veerasundha
44	YOGESHVARI M	II-B.A TAMIL	CB18A 176061	M. Yogeswari
45	BHARATHI PARABA N	I-B.A TAMIL	CB19A 178416	N. Bharathi
46	AMALA CHINA RANI S	I-B.Sc. COMPUTER SCIENCE	CB19S 193451	S. Amalachi
47	BAGATHEESANA R	I-B.Sc. COMPUTER SCIENCE	CB19S 193453	R. Bagatheesana
48	MANODHARSHINI M	I-B.Sc. COMPUTER SCIENCE	CB19S 193459	M. Manodharshini
49	GUNA K	I-B.Sc. COMPUTER SCIENCE	CB19S 193455	Guna K
50	NIVETHINI R	I-B.Sc. COMPUTER SCIENCE	CB19S 193460	Nivethini R
51	ANUCIYA S	I-B.Sc. COMPUTER SCIENCE	CB19S 193452	Anuciya S
52	PRIYADHARSHINI C	I-B.Sc. COMPUTER SCIENCE	CB19S 193463	C. Priyadharsini
53	VAISHNAVI A	II-B.Sc. COMPUTER SCIENCE	CB18S 187868	A. Vaishnavi
54	NANTHINI R	II-B.Sc. COMPUTER SCIENCE	CB18S 187858	R. Nanthini
55	VALARMATHI S	III-BBA	CB17B 210130	S. Valarmathi


 Sr. Carmel
 HEAD OF THE DEPARTMENT
 DEPARTMENT OF ENGLISH
 ARPUTHA COLLEGE OF ARTS & SCIENCE
 ARPUTHA NAGAR, VAMBAN - 622 303,
 PUDUKKOTTAI - (DT)




 PRINCIPAL
 ARPUTHA COLLEGE OF ARTS & SCIENCE
 VAMBAN - 622 303.

ARPUTHA COLLEGE OF ARTS AND SCIENCE - VAMBAN
(Affiliated to Bharathidasan University - Tiruchirappalli)



DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
SPOKEN ENGLISH

STUDENTS' ATTENDANCE

Time: 1.00 P.M to 2.00 P.M

Duration: 57 Hrs

S.NO	STUDENT NAME	DEPARTMENT	ATTENDANCE																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1	ANITHA.C	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	ESWARI.T	III BA. ENGLISH	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	KALAISELVIM	III BA. ENGLISH	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	PREMA.A	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	RANJITHAR	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X
6	C.RASIYA	III BA. ENGLISH	X	A	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	S.SANTHIRIYA	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	G.SOBICA	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	G.SUREKA	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	V.ABITHA	I B,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	N.BANUPPRIYA	I B,Sc PHYSICS	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	C.KOUSALYA	I B,Sc PHYSICS	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	J.REMEENA	I B,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	M.SUVEETHA	I B,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	D.KAVITHA	I B,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	S.PRABISHA	I B,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X
17	R.ABINAYA	I B,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	R.ARCHANA	I B,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	P.CESILI	I B,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X
20	R.DIVYA	I B,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



S.NO	STUDENT NAME	DEPARTMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	N.HARSHINI	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	A.JAYASRI	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	M.KAYALVIZHI	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	D.PREETHA	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	M.PRIYANGA	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	S.BABY RUBVATHI	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	P.VANITHA	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	R.MAHALAKSHMI	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	P.THINEGA	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	C.VISHNUPRIYA	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	S.NANTHINI	III B COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	C.SUBASHINI	III B COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	A.JEROBA	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	M.MUTHULAKSHMI	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	V.PRIYADHARSHINI	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	A.SUGANYA	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	M.THINEGA	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	P.BHAVANI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	N.DHANALAKSHMI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	J.PUNITHA	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



S.NO	STUDENT NAME	DEPARTMENT																					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
41	D.SANTHIYA	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42	N.SULOKCHANA	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	B.VEERASUNDHARI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44	M. YOGESHWARI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	N.BHARATHI PRABA	I B.A TAMIL	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	S.AMALA CHINNA RANI	I COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	R. BAGATHEESANA	I COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	M.MANODHARSHINI	I COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49	K.GUNA	I COMPUTER SCIENCE	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
50	R.NIVETHINI	I COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
51	S.ANUSIYA	I COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52	C.PRIYADHARSHINI	I COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
53	A.VAISHNAVI	II COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54	R.NANTHINI	II COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
55	S. VALARMATHI	III BBA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



ARPUTHA COLLEGE OF ARTS AND SCIENCE - VAMBAN
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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
SPOKEN ENGLISH
STUDENTS' ATTENDANCE

Time: 1.00 Pm to 2.00 Pm

Duration: 37 Hrs

S.NO	STUDENT NAME	DEPARTMENT	Date																																					TOTAL NO. OF HRS. ATTENDED	REMARKS
			21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37																						
1	ANITHA.C	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36						
2	ESWART	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36					
3	KALAISELVIM	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34						
4	PREMA.A	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34						
5	RANJITHA.R	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33						
6	C.RASIYA	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33						
7	S.SANTHIRIYA	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33						
8	G.SOBIKA	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36						
9	G.SUREKA	III BA. ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37						
10	V.ABITHA	IB,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37						
11	N.BANUPRIYA	IB,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34						
12	C.KOUSALYA	IB,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35						
13	J.REMEENA	IB,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36						
14	M.SUVEETHA	IB,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37						
15	D.KAVITHA	IB,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37						
16	S.PRABISHA	IB,Sc PHYSICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35						
17	R.ABINAYA	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37						
18	R.ARCHANA	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37						
19	P.CESILI	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36						
20	R.DIVYA	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36						



S.NO	STUDENT NAME	DEPARTMENT															TOTAL NO. OF HRS. ATTENDED	REMARKS		
			21	22	23	24	25	26	27	28	29	30	31	32	33	34			35	36
21	N.HARSHINI	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
22	A.JAYASRI	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
23	M.KAYALVIZHI	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
24	D.PREETHA	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
25	M.PRIYANGA	IB,Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
26	S.BABY RUBVATHI	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
27	P.VANITHA	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
28	R.MAHALAKSHMI	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
29	P.THINEGA	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
30	C.VISHNUPRIYA	II B,Sc MICRO BIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
31	S.NANTHINI	III B COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
32	C.SUBASHINI	III B COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
33	A.JEROBA	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
34	M.MUTHULAKSHMI	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
35	V.PRIYADHARSHINI	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
36	A.SUGANYA	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
37	M.THINEGA	IB COM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
38	P.BHAVANI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
39	N.DHANALAKSHMI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
40	J.PUNITHA	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	





S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	TOTAL NO. OF HRS. ATTENDED	REMARKS.
41	D.SANTHIYA	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
42	N.SULOKCHANA	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
43	B.VEERASUNDHARI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
44	M. YOGESHWARI	II B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
45	N.BHARATHI PRABA	I B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
46	S.AMALA CHINNA RANI	III COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
47	R. BAGATHEESANA	III COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
48	M.MANODHARSHINI	III COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
49	K.GUNA	III COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	32	
50	R.NIVETHINI	III COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	35	
51	S.ANUSIYA	III COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
52	C.PRIYADHARSHINI	I COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X	X	36	
53	A.VAISHNAVI	II COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
54	R.NANTHINI	II COMPUTER SCIENCE	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	35	
55	S. VALARMATHI	III BBA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	



Principal

PRINCIPAL

ARPUTHA COLLEGE OF ARTS & SCIENCE

VAMBAN - 622 303.

Head of the Department

HEAD OF THE DEPARTMENT

ARPUTHA COLLEGE OF ARTS & SCIENCE

VAMBAN - 622 303.

PUDUKKOTTAI - (DT).



ARPUTHA COLLEGE OF ARTS & SCIENCE

(Affiliated to Bharathidasan University)
Arputha Nagar, Vamban - 622 303. Alangudi (T.k), Pudukkottai (Dt)

www.arputhacollege.in

Date : 25.10.2019

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
SPOKEN ENGLISH
COURSE REPORT WITH PHOTO**

This report presents an overview of the Spoken English Certificate Course conducted at Arputha College of Arts and Science by the Department of English during the academic year 2019-2020. The course aimed to enhance students' spoken English skills, enabling them to communicate effectively in various social and professional settings. This report outlines the course's duration, enrollment figures, and the number of students who successfully completed the program and received their certificates.

Course Overview

The Spoken English Certificate Course at Arputha College of Arts and Science was designed as a comprehensive program to improve students' oral communication abilities in the English language. The course aimed to equip participants with the necessary linguistic tools and techniques required for confident and fluent expression.

Course Duration

The course was conducted over a period of 37 hours, which were spread across multiple sessions held during the academic year 2019-2020. The course was started on 26.08.2019 and ended on 16.10.2019. The duration was thoughtfully planned to accommodate the curriculum's various components while ensuring flexibility for the participants' academic commitments.

Course Coordinator

The Academic Council members appointed Mr. M. Ganesan as the course coordinator for the "Spoken English" Certificate Course.

Enrollment Statistics

A total of 55 students enrolled in the Spoken English Certificate Course. This significant enrollment number indicated the students' recognition of the course's value in enhancing their language proficiency and increasing their employability prospects in a globalized job market.

Course Curriculum

The curriculum was carefully curated by the Department of English to cover essential aspects of spoken English. It included modules on pronunciation, grammar, vocabulary building, conversational skills, and public speaking. The course also emphasized real-life scenarios, allowing students to apply their learning in practical situations.

Teaching Methodology

The course was delivered using interactive teaching methods to engage students actively. Lectures, group discussions, role-playing exercises, and audio-visual aids were incorporated to create an immersive and engaging learning environment. The faculty encouraged students to communicate in English throughout the sessions, fostering a supportive atmosphere for learning and practice.

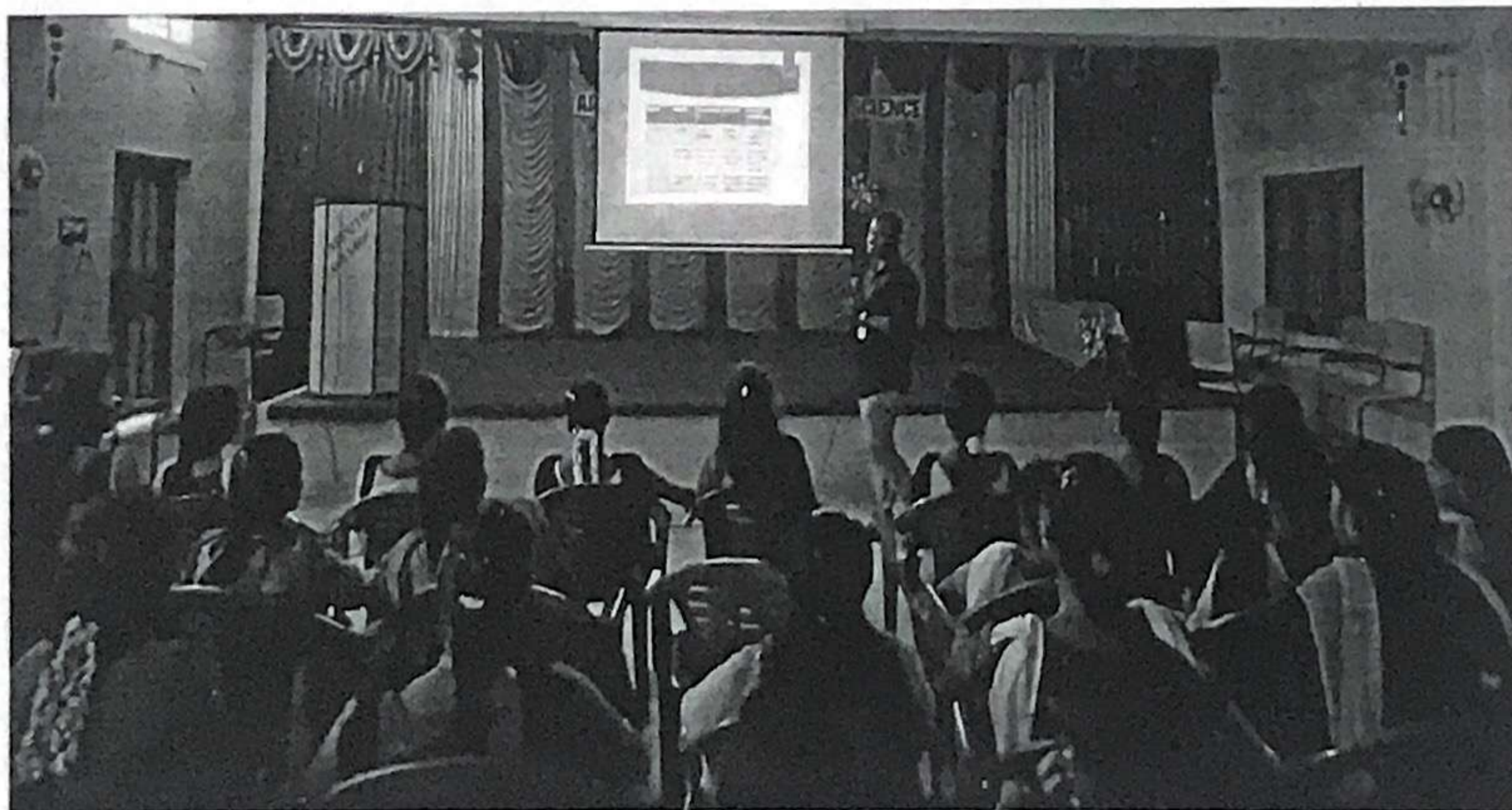
Certificate Criteria

The course required students to attend a total of 37 hours of instruction. Notably, students who attended more than or equal to 30 hours of the course were eligible to receive a certificate of completion.

Certificate Distribution

At the end of the course, all 55 students demonstrated commendable progress and successfully fulfilled the course requirements. These dedicated students were awarded certificates of completion as recognition of their achievement and commitment to improving their spoken English skills.

Eventually, the Spoken English Certificate Course proved to be a valuable initiative for students aspiring to enhance their spoken English abilities. All 55 students successfully completing the program, the course achieved its objective of empowering students with improved communication skills.





ARPUTHA COLLEGE OF ARTS AND SCIENCE
Affiliated to Bharathidasan University, Tiruchirappalli - 24.
Arputha Nagar, Vamban, Pudukkottai - 622 303

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2019-2020)**

Subject Code: 17ENCCSE02
Class:
Name:

Semester: Odd
Duration: 1 hr.
Reg. No:

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. The week begins _____ Sunday.
2. The movie starts _____ 6.00pm.
3. Henry lives _____ London.
4. The house is _____ the school.
5. Robin hopes _____ a raise in salary next year.

II. Fill in the blanks in the following sentences using the time reference words.

(5x2=10)

(always, daily, once, generally, never)

6. My grandfather _____ drinks hot water.
7. Most newspapers give us the _____ news.
8. Guna _____ tops the class.
9. My mother _____ cooks meat.
10. We celebrate Deepavali _____ a year.

III. Identify the tone associated with each of these.

(5X2=10)

11. What a wonderful surprise!
12. Do you have white sheets?
13. They are heavy, aren't they?
14. Shut the door.
15. Where do you work?



IV. Fill in the blanks with suitable forms of the Tense of the verbs given in brackets. (5X2=10)

16. Children always _____ (like) to play. (Simple Present)
17. She _____ (do) all her tailoring in the afternoon. (Simple Past)
18. Bread and butter _____ (be) the main food of Europeans. (Simple future)
19. He who _____ (hesitate) can never win. (Simple Present)
20. South Indians generally _____ (prefer) coffee to tea. (Simple Present)

V. Select the appropriate meaning of the idioms (5X2=10)

21. The game was a cakewalk
a) smooth surface b) easy task c) pleasant experience
22. We were all eyes as the chief guest emerged from the car
a) watching eagerly b) watching with anger c) watching without interest
23. My friends thrown dust into my eyes
a) to protect my eyes b) to mislead or confuse c) blind me with dust
24. The new CEO turned out to be a man of straw
a) a worthy fellow b) an unreasonable person c) a man of no substance
25. He wanted this agreement in black and white
a) orally b) in writing c) in discourse





ARPUTHA COLLEGE OF ARTS AND SCIENCE, VAMBAN
SKILL BASED EXAMINATION
SPOKEN ENGLISH – ANSWER KEY
2019-2020

I. Fill in the blanks with appropriate Preposition.

1. on
2. at
3. in
4. in front of/behind
5. for

II. Fill in the blanks in the following sentences using the time reference words.

6. always
7. daily
8. generally
9. never
10. once

III. Identify the tone associated with each of these.

11. Raising tone
12. Raising tone
13. raising
14. Raising tone
15. Raising tone

IV. Fill in the blanks with suitable forms of the Tense of the verbs given in brackets.

16. Children always like to play
17. She did all her tailoring in the afternoon.
18. Bread and butter will be the main food of Europeans.
19. He who hesitates can never win.
20. South Indians generally prefer coffee to tea.

-V. Select the appropriate meaning of the idioms.

21. b) easy task
22. a) watching eagerly
23. b) to mislead or confuse
24. c) a man of no substance
25. b) in writing



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ARPUTHA COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathidasan University, Tiruchirappalli - 24.

Arputha Nagar, Vamban, Pudukkottai - 622 303

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2019-2020)**

Subject Code: 17ENCCE02

Class: I - BCOM

Name: JEROBA . A

Semester: Odd

Duration: 1 hr.

Reg. No: CB19C 70668

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. The week begins on Sunday. ✓
2. The movie starts at 6.00pm. ✓
3. Henry lives at London. ✓
4. The house is behind the school. ✓
5. Robin hopes in a raise in salary next year. ✓

II. Fill in the blanks in the following sentences using the time reference words.

(5x2=10)

(always, daily, once, generally, never)

6. My grandfather always drinks hot water. ✓
7. Most newspapers give us the daily news. ✓
8. Guna once tops the class. ✗
9. My mother generally cooks meat. ✗
10. We celebrate Deepavali near a year. ✗

III. Identify the tone associated with each of these.

(5X2=10)

11. What a wonderful surprise! raising ✓
12. Do you have white sheets? failing ✓
13. They are heavy, aren't they? failing ✓
14. Shut the door. raising ✓
15. Where do you work? raising ✓



IV. Fill in the blanks with suitable forms of the Tense of the verbs given in brackets. (5X2=10)

16. Children always like (like) to play. (Simple Present) ✓
17. She did (do) all her tailoring in the afternoon. (Simple Past) ✓
18. Bread and butter will be (be) the main food of Europeans. (Simple future) ✓
19. He who hesitates (hesitate) can never win. (Simple Present) ✓
20. South Indians generally prefer (prefer) coffee to tea. (Simple Present) ✓

V. Select the appropriate meaning of the idioms

(5X2=10)

21. The game was a cakewalk

- a) smooth surface b) easy task c) pleasant experience ✓

22. We were all eyes as the chief guest emerged from the car.

- a) watching eagerly b) watching with anger c) watching without interest ✓

23. My friends thrown dust into my eyes

- a) to protect my eyes b) to mislead or confuse c) blind me with dust ✓

24. The new CEO turned out to be a man of straw

- a) a worthy fellow b) an unreasonable person c) a man of no substance ✓

25. He wanted this agreement in black and white

- a) orally b) in writing c) in discourse ✓





ARPUTHA COLLEGE OF ARTS AND SCIENCE
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Arputha Nagar, Vamban, Pudukkottai - 622 303

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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2019-2020)

Subject Code: 17ENCCSE02
Class: ~~AI~~-B.A.-ENGLISH
Name: SUREKA-G

Semester: Odd
Duration: 1 hr.
Reg. No: CB17A126708

I. Fill in the blanks with appropriate Preposition.

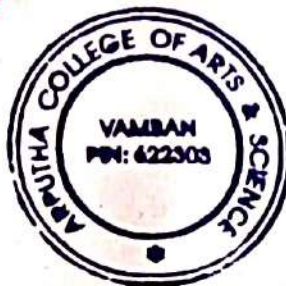
1. The week begins from Sunday. ✓ (5X2=10)
2. The movie starts at 6.00pm. ✓
3. Henry lives in London. ✓
4. The house is near the school. ✓
5. Robin hopes for a raise in salary next year. ✓

II. Fill in the blanks in the following sentences using the time reference words.
(always, daily, once, generally, never) (5x2=10)

6. My grandfather daily drinks hot water. ✓
7. Most newspapers give us the generally news. ✓
8. Guna always tops the class. ✓
9. My mother never cooks meat. ✓
10. We celebrate Deepavali once a year. ✓

III. Identify the tone associated with each of these. (5X2=10)

11. What a wonderful surprise! Raising tone ✓
12. Do you have white sheets? Falling tone ✓
13. They are heavy, aren't they? Falling tone ✓
14. Shut the door. Raising ✓
15. Where do you work? Raising ✓



IV. Fill in the blanks with suitable forms of the Tense of the verbs given in brackets. (5X2=10)

16. Children always like (like) to play. (Simple Present) ✓
17. She did (do) all her tailoring in the afternoon. (Simple Past) ✓
18. Bread and butter will be (be) the main food of Europeans. (Simple future) ✓
19. He who hesitates (hesitate) can never win. (Simple Present) ✓
20. South Indians generally prefer (prefer) coffee to tea. (Simple Present) ✓

V. Select the appropriate meaning of the idioms

(5X2=10)

21. The game was a cakewalk
a) smooth surface b) ~~easy task~~ c) pleasant experience ✓
22. We were all eyes as the chief guest emerged from the car.
a) ~~watching eagerly~~ b) watching with anger c) watching without interest ✓
23. My friends thrown dust into my eyes
a) ~~to protect my eyes~~ b) to mislead or confuse c) blind me with dust ✓
24. The new CEO turned out to be a man of straw
a) a worthy fellow b) an unreasonable person c) ~~a man of no substance~~ ✓
25. He wanted this agreement in black and white.
a) orally b) ~~in writing~~ c) in discourse ✓





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Arputha Nagar, Vamban, Pudukkottai - 622 303

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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2019-2020)

Subject Code: 17ENCCSE02

Class: I - B.S.C. MATHEMATICS

Name: DIVYA.R

Semester: Odd

Duration: 1 hr.

Reg. No: CB19S377822

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. The week begins on Sunday. ✓
2. The movie starts at 6.00pm. ✓
- 4 3. Henry lives at London. ✓
4. The house is in the school. ✓
5. Robin hopes in a raise in salary next year. ✓

II. Fill in the blanks in the following sentences using the time reference words.

(5x2=10)

(always, daily, once, generally, never)

6. My grandfather always drinks hot water. ✓
7. Most newspapers give us the daily news. ✓
8. Guna once tops the class. ✓
9. My mother generally cooks meat. ✓
10. We celebrate Deepavali never a year. ✓

III. Identify the tone associated with each of these.

(5X2=10)

11. What a wonderful surprise! raising ✓
12. Do you have white sheets? falling ✓
13. They are heavy, aren't they? falling ✓
14. Shut the door. raising ✓
15. Where do you work? raising ✓



IV. Fill in the blanks with suitable forms of the Tense of the verbs given in brackets. (5X2=10)

16. Children always like (like) to play. (Simple Present) ✓
17. She did (do) all her tailoring in the afternoon. (Simple Past) ✓
18. Bread and butter will be (be) the main food of Europeans. (Simple future) ✓
19. He who hesitates (hesitate) can never win. (Simple Present) ✓
20. South Indians generally prefer (prefer) coffee to tea. (Simple Present) ✓

V. Select the appropriate meaning of the idioms

(5X2=10)

21. The game was a cakewalk

- a) smooth surface b) easy task c) pleasant experience ✓

22. We were all eyes as the chief guest emerged from the car.

- a) watching eagerly b) watching with anger c) watching without interest ✓

23. My friends thrown dust into my eyes

- a) to protect my eyes b) to mislead or confuse c) blind me with dust ✓

24. The new CEO turned out to be a man of straw

- a) a worthy fellow b) an unreasonable person c) a man of no substance ✓

25. He wanted this agreement in black and white

- a) orally b) in writing c) in discourse ✓





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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2019-2020)

Subject Code: 17ENCCSE02
Class: I - BSC-PHYSICS
Name: SUVETHA.M

Semester: Odd
Duration: 1 hr.
Reg. No: CB1954(2777)

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. The week begins from Sunday.
2. The movie starts at 6.00pm.
3. Henry lives in London.
4. The house is near the school.
5. Robin hopes for a raise in salary next year.

II. Fill in the blanks in the following sentences using the time reference words.

(5x2=10)

(always, daily, once, generally, never)

6. My grandfather daily drinks hot water.
7. Most newspapers give us the generally news.
8. Guna always tops the class.
9. My mother never cooks meat.
10. We celebrate Deepavali once a year.

III. Identify the tone associated with each of these.

(5X2=10)

11. What a wonderful surprise! Raising tone
12. Do you have white sheets? Falling tone
13. They are heavy, aren't they? Falling tone
14. Shut the door. Rising
15. Where do you work? Rising



IV. Fill in the blanks with suitable forms of the Tense of the verbs given in brackets. (5X2=10)

16. Children always like (like) to play. (Simple Present) ✓
17. She did (do) all her tailoring in the afternoon. (Simple Past) ✓
18. Bread and butter will be (be) the main food of Europeans. (Simple future) ✓
19. He who hesitate (hesitate) can never win. (Simple Present) ✓
20. South Indians generally prefer (prefer) coffee to tea. (Simple Present) ✓

V. Select the appropriate meaning of the idioms

(5X2=10)

21. The game was a cakewalk
a) smooth surface b) easy task c) pleasant experience ✓
22. We were all eyes as the chief guest emerged from the car.
a) watching eagerly b) watching with anger c) watching without interest ✓
23. My friends thrown dust into my eyes
a) to protect my eyes b) to mislead or confuse c) blind me with dust ✓
24. The new CEO turned out to be a man of straw
a) a worthy fellow b) an unreasonable person c) a man of no substance ✓
25. He wanted this agreement in black and white
a) orally b) in writing c) in discourse ✓





ARPUTHA COLLEGE OF ARTS AND SCIENCE- VAMBAN
(Affiliated to Bharathidasan University - Tiruchirappalli)


ARPUTHA NAGAR, VAMBAN - 622 303.

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2019-2020)
SPOKEN ENGLISH
STUDENTS MARK LIST

S. NO	STUDENT NAME	DEPARTMENT	REG. NO.	MAXIMUM MARKS	MARKS OBTAINED
1	ANITHA C	I-BA. ENGLISH	CB17A 126682	50	38
2	ESWARI T	I-BA. ENGLISH	CB17A 126687	50	34
3	KALAISELVI M	I-BA. ENGLISH	CB17A 126692	50	30
4	PREMA A	I-BA. ENGLISH	CB17A 126696	50	32
5	RANJITHA R	I-BA. ENGLISH	CB17A 126701	50	30
6	RASIYA C	I-BA. ENGLISH	CB17A 126702	50	32
7	SANTHIRIYA S	I-BA. ENGLISH	CB17A 126704	50	34
8	SOBIKA G	I-BA. ENGLISH	CB17A 126706	50	34
9	SUREKA G	I-BA. ENGLISH	CB17A 126708	50	34
10	ABITHA V	I-B.Sc. PHYSICS	CB19S 442761	50	36
11	BANUPRIYA N	I-B.Sc. PHYSICS	CB19S 442762	50	30
12	KOUSALYA C	I-B.Sc. PHYSICS	CB19S 442770	50	36
13	REMEENA J	I-B.Sc. PHYSICS	CB19S 442773	50	39
14	SUVETHA M	I-B.Sc. PHYSICS	CB19S 442777	50	34
15	KAVITHA D	I-B.Sc. PHYSICS	CB19 442769	50	32
16	PRABISHA S	I-B.Sc. PHYSICS	CB19S 442772	50	30
17	ABINAYA R	I-B.Sc. MATHEMATICS	CB19S 377816	50	34
18	ARCHANA R	I-B.Sc. MATHEMATICS	CB19S 377818	50	36
19	CESILI P	I-B.Sc. MATHEMATICS	CB19S 377819	50	38
20	DIVYA R	I-B.Sc. MATHEMATICS	CB19S 377822	50	32
21	HARSHINI N	I-B.Sc. MATHEMATICS	CB19S 377823	50	38
22	JAYASRI A	I-B.Sc. MATHEMATICS	CB19S 377824	50	40



S. NO	STUDENT NAME	DEPARTMENT	REG. NO.	MAXIMUM MARKS	MARKS OBTAINED
23	KAYALVIZHI M	I-B.Sc. MATHEMATICS	CB19S 377825	50	36
24	PRETHA D	I-B.Sc. MATHEMATICS	CB19S 377827	50	36
25	PRIYANKA M	I-B.Sc. MATHEMATICS	CB19S 377828	50	34
26	BABY RUBAVATHI S	II-B.Sc. MICROBIOLOGY	CB18S 379696	50	34
27	VANITHA P	II-B.Sc. MICROBIOLOGY	CB18S 379714	50	39
28	MAHALAKSHMI R	II-B.Sc. MICROBIOLOGY	CB18S 379702	50	36
29	THINEKA P	II-B.Sc. MICROBIOLOGY	CB18S 379713	50	39
30	VISHVAPRIYA C	II-B.Sc. MICROBIOLOGY	CB18S 379716	50	40
31	NANDHINI S	II-B. Com	CB18C 58306	50	36
32	SUBASHINI C	III-B. Com	CB17C 46523	50	38
33	JEROBA A	I-B. Com	CB19C 70668	50	36
34	MUTHULAKSHMI M	I-B. Com	CB19C 70670	50	34
35	PRIYADHARSINI V	I-B. Com	CB19C 70672	50	57
36	SUGANYA P	I-B. Com	CB19C 70675	50	33
37	THINEGA M	I-B. Com	CB19C 70677	50	38
38	BHAVANI P	II-BA TAMIL	CB18A 176052	50	32
39	DHANALAKSHMI N	II-BA TAMIL	CB18A 176053	50	36
40	PUNITHA J	II-BA TAMIL	CB18A 176055	50	42
41	SANTHIYA D	II-BA TAMIL	CB18A 176057	50	40
42	SULOKCHANA N	II-BA TAMIL	CB18A 176058	50	36
43	VEERASUNDHARI B	II-BA TAMIL	CB18A 176060	50	32
44	YOGESHVARI M	II-BA TAMIL	CB18A 176061	50	40
45	BHARATHI PARABA N	I-BA TAMIL	CB19A 178416	50	40
46	AMALA CHINA RANI S	I-B.Sc. COMPUTER SCIENCE	CB19S 193451	50	42
47	BAGATHEESANA R	I-B.Sc. COMPUTER SCIENCE	CB19S 193453	50	32
48	MANODHARSHINI M	I-B.Sc. COMPUTER SCIENCE	CB19S 193459	50	38
49	GUNA K	I-B.Sc. COMPUTER SCIENCE	CB19S 193455	50	34
50	NIVETHINI R	I-B.Sc. COMPUTER SCIENCE	CB19S 193460	50	30
51	ANUCIYA S	I-B.Sc. COMPUTER SCIENCE	CB19S 193452	50	38
52	PRIYADHARSHINI C	I-B.Sc. COMPUTER SCIENCE	CB19S 193463	50	32
53	VAISHNAVI A	II-B.Sc. COMPUTER SCIENCE	CB18S 187868	50	40
54	NANTHINI R	II-B.Sc. COMPUTER SCIENCE	CB18S 187858	50	34
55	VALARMATHI S	III-BBA	CB17B 210130	50	38


HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303.
PODUKKOTTAI (101)




PRINCIPAL
ARPUTHA COLLEGE OF ARTS & SCIENCE
VAMBAN - 622 303



ARPUTHA COLLEGE OF ARTS AND SCIENCE
(Affiliated to Bharathidasan University)
Arputha Nagar, Vamban - 622 303, Alangudi(TK), Pudukkottai(DT).

SKILL DEVELOPMENT PROGRAMME
Certificate - Course
Certificate

SUB CODE: 17ENCCE02

This is to certify that SUREKA.G.....
of B.A: ENGLISH..... has completed certificate Course on
SPOKEN ENGLISH..... conducted by the Department of ENGLISH.....
..... during 2019-2020/ODD..... Semester.

M. Ganey
Course
Co-Ordinator
COURES CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
Pudukkottai (Dt) - 622 303

Sr. Carmel
Head of the
Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303.
PUDUKKOTTAI - (DT).

Joseph
Principal
PRINCIPAL
ARPUTHA COLLEGE OF ARTS & SCIENC.
VAMBAN - 622 303



ARPUTHA COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University)

Arputha Nagar, Vamban - 622 303, Alangudi(TK), Pudukkottai(DT).

SKILL DEVELOPMENT PROGRAMME

Certificate - Course Certificate

SUBCODE:ITENCCSE02

This is to certify that JEROBA.A
of I.B.COM has completed certificate Course on
..... SPOKEN ENGLISH conducted by the Department of ENGLISH
..... during 2019-2020 / ODD Semester.

H. Gamy
Course
Co-Ordinator
COURES CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
Pudukkottai (Dt) - 622 303.

Sr. Carmel
Head of the
Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303,
PUDUKKOTTAI - (DT).

Joseph
Principal
PRINCIPAL
ARPUTHA COLLEGE OF ARTS & SCIENCE
VAMBAN - 622 303



ARPUTHA COLLEGE OF ARTS AND SCIENCE
(Affiliated to Bharathidasan University)
Arputha Nagar, Vamban - 622 303, Alangudi(TK), Pudukkottai(DT).

SKILL DEVELOPMENT PROGRAMME
Certificate - Course
Certificate

SUB CODE: ITENCCSE02

This is to certify thatDivya R.....
of B.Sc. MATHEMATICS..... has completed certificate Course on
SPOKEN ENGLISH..... conducted by the Department of ENGLISH.....
.....during 2019-2020 / ODD..... Semester.

M. Ganey
Course
Co-Ordinator
COURS CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
Pudukkottai (Dt) - 622 303.

Sr. Carmel
Head of the
Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303.
PUDUKKOTTAI - (DT).

Prasanna
Principal
PRINCIPAL
ARPUTHA COLLEGE OF ARTS & SCIENCE
VAMBAN - 622 303



ARPUTHA COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University)

Arputha Nagar, Vamban - 622 303, Alangudi(TK), Pudukkottai(DT).

SKILL DEVELOPMENT PROGRAMME

Certificate - Course

Certificate

SUB CODE: I7ENCLSE02

This is to certify thatSUVEETHA.M......
ofI.B.Sc. PHYSICS..... has completed certificate Course on
.....SPOKEN ENGLISH..... conducted by the Department of ..ENGLISH.....
.....during 2019-2020 / ODD..... Semester.

M. Ganey
Course
Co-Ordinator
COURSES CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
Pudukkottai (Dt) - 622 303.

Sr. Carmel
Head of the
Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303.
PUDUKKOTTAI - (DT).

Sr. Ganey
Principal
PRINCIPAL
ARPUTHA COLLEGE OF ARTS & SCIENCE
VAMBAN - 622 303