

To

The Principal

Govt. M.M.R.PG. College Champa

Champa (C.G)

**Subject:** To start a short term course on “ Spoken English” for the students of Govt. M.M.R.PG.College, Champa

Respected Sir,

IQAC and Department of English of Govt. M.M.R.PG.College, Champa wishes to start a thirty hours short term course on “Spoken English” from 01 Oct. 2019 to 15-Oct 2019. This course is designed for two hours duration daily and will be open for all the regular students of the college. They may register and join the classes. This course will be free of cost and faculties of the college will conduct the classes.

Kindly give your consent and required facilities.

Thank You,

Sincerely Yours



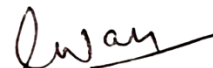
(Dr. V.K.Sharma)

Coordinator IQAC/NAAC

Govt. M.M.R.PG.College, Champa

Date: 20-09-19

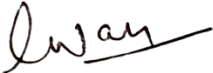


  
PRINCIPAL  
Govt. M.M.R. P.G. College  
CHAMPA (C.G.)

## **Syllabus for the short term course on Spoken English 2019-20**

<b>Day-1</b>	<b>Introduction for the schedule</b>
<b>Day-2 and 3</b>	<b>Parts of Speech</b>
<b>Day-4 and 5</b>	<b>Noun and its uses</b>
<b>Day-6</b>	<b>Verbs and its uses</b>
<b>Day-7</b>	<b>Pronoun and its uses</b>
<b>Day-8</b>	<b>Adverbs and its uses</b>
<b>Day-9</b>	<b>Preposition and its uses</b>
<b>Day-10</b>	<b>Conjunction and its uses</b>
<b>Day-11</b>	<b>Introduction of the self</b>
<b>Day-12</b>	<b>Wh questions</b>
<b>Day-13</b>	<b>Invitation</b>
<b>Day- 14</b>	<b>Use of Modals</b>
<b>Day-15</b>	<b>Ticket booking</b>
<b>Day-16</b>	<b>Talking about your ideal, festivals etc</b>
<b>Day-15</b>	<b>Valedictory</b>



  
**PRINCIPAL**  
Govt. M.M.R. P.G. College  
CHAMPA (C.G.)

# Report on a Thirty Hours Short Term Course on Speaking Skills

Department of English

Govt. M.M. R. PG. College Champa

A short term course on communication skills is conducted in the institution which was open for the students of all the streams. This workshop was intended to help the students to explain things, to smooth relationships and to convince others the value of some course of action. Communication must be clear, concise, complete, and correct. During the workshop students were encouraged to master the skills of communication. At the end of the session students found themselves able to communicate the basic required things in English language. Total twelve students took part in course and were felicitated with the certificate of attendance. It was ended with an address of Principal of the institution with a greeting of their better future.



A handwritten signature in blue ink, appearing to read "L. W. A. S. Y."

**PRINCIPAL**  
Govt. M.M.R. P.G. College  
CHAMPA (C.G.)

Date - 01/10/2019

Day - Tuesday

Time - 11 Hrs.

Topic - Parts of Speech

Page:   
 Date:   
 *Jatati*

S.N.	Name	F/Name	Class	MO.	Sign.
01	DeepMala	PratapNarayan	B.Sc.II	6266462103	<i>Pratap</i>
02	Babita	Ramelaal	Bsc.II	6260601809	<i>BK Patel</i>
03	priyanka	maniram	Bsc.II	6268144568	<i>Prashant</i>
04	Niteshwari		B.A.I		<i>Nms</i>
05	Vinay Lata		B.A.I		<i>Vinaylata</i>
06	Dipti shriwas		B.A.III		<i>Dipti Shriwas</i>
07	Simran	Suryawanshi	B.A.II		<i>Simran Suryawanshi</i>
08	Ansuviya		B.A.II		<i>Ansuviya</i>
09	Manita Sahu		B.Se.II		<i>Manita</i>
10	Tikeshwari		B.Se.II		<i>Tsahy</i>
11	Deepanjali		B.Se.II		<i>Deepanjali</i>
12	Khushbu		B.Se.I		<i>Khushbu</i>

PRINCIPAL

Date - 03/10/2019

Day - Thursday

Govt. M.M.R. PG. College

CHANDAPUR

Time - 02 Hrs.

Topic - Noun & Its uses

S.N.	Name	F/Name	class	MO.	Sign.
01.	DeepMala Kamlesh	PratapNarayan	B.Se.II	626646103	<i>Pratap</i>
02	Babita Patel	Ramelaal	Bsc.II	6260601809	<i>BK Patel</i>
03	priyanka	maniram	Bsc.II	6268144568	<i>Prashant</i>
04	Niteshwari		B.A.I		<i>Nms</i>
05	Vinay Lata		B.A.I		<i>Vinaylata</i>
06	Dipti shriwas		B.A.II		<i>Dipti Shriwas</i>
07	Simran	Suryawanshi	B.A.II		<i>Simran Suryawanshi</i>
08	Ansuviya		B.A.II		<i>Ansuviya</i>
09	Manita Sahu		B.Se.II		<i>Manita</i>
10	Tikeshwari		B.Se.II		<i>Tsahy</i>
11	Deepanjali		B.Se.II		<i>Deepanjali</i>
12	Khushbu		B.Se.I		<i>Khushbu</i>

PRINCIPAL

Govt. M.M.R. PG. College  
CHANDAPUR (C.G.)

Date - 04/10/2019

Day - Friday

Time - 02 Hrs

Topic - Verbs, Pronoun & Adverbs

S.N.	Name	F/Name	Class	MO.	Sign.
01.	DeepMala	Pratap Narayan	B.Sc. II	626646103	DeepMala
02.	Babita	Ramela	B.Sc. II	6260601819	Babita
03.	priyanka	maniram	B.Sc. II	6268144568	priyanka
04.	Niteshwar		B.A. I		Niteshwar
05.	Vinay latq		B.A. I		Vinay latq
06.	Dipti shriwas		B.A. III		Dipti shriwas
07.	Simran Suryawanshi		B.A. II		Simran Suryawanshi
08.	Anusuiya		B.A. II		Anusuiya
09.	Manita sahu		B.Sc. II		Manita
10.	Tekeshwar		B.Sc. II		Tsaly
11.	Deepanjali		B.Sc. II		Deepanjali
12.	Khushbu		B.Sc. I		Khushbu

PRINCIPAL

Date - 05/10/2019

Day - Saturday

Govt. M.M.F. PG. College

CHAWAN(C.G) 02 Hrs.

Topic - preposition & Conjunction

S.N.	Name	F/Name	Class	MO.	Sign.
01.	DeepMala	Pratap Narayan	B.Sc. II	626646103	DeepMala
02.	Babita	Ramela	B.Sc. II	6260601819	Babita
03.	priyanka	maniram	B.Sc. II	6268144568	priyanka
04.	Niteshwar		B.A. I		Niteshwar
05.	Vinay latq		B.A. I		Vinay latq
06.	Dipti Shriwas		B.A. III		Dipti shriwas
07.	Simran Suryawanshi		B.A. II		Simran Suryawanshi
08.	Anusuiya		B.A. II		Anusuiya
09.	Manita sahu		B.Sc. II		Manita
10.	Tekeshwar		B.Sc. II		Tsaly
11.	Deepanjali		B.Sc. II		Deepanjali
12.	Khushbu		B.Sc. I		Khushbu

PRINCIPAL

Govt. M.M.F. PG. College  
CHAWAN(C.G)

Date - 09/10/2019

Day - Wednesday

Time - 02 Hrs

Topic - Invitation Convention

Page:   
 Date:   
 *Jatari*

S.N.	Name	F/Name	class	MO.	Sign.
01.	DeepMala	Pratap Narayan	B.Sc. II	626646103	<i>DeepMala</i>
02.	Babita	Rame Lal	B.Sc. II	6260601849	<i>Babita</i>
03.	piyanka	maniram	B.Sc. II	6268144568	<i>Piyanka</i>
04.	Niteshwari		B.A. I		<i>Niteshwari</i>
05.	Vinay lata		B.A. I		<i>Vinay lata</i>
06.	Dipti shriwas		B.A. III		<i>Dipti shriwas</i>
07.	Simran Suryawanshi		B.A. II		<i>Simran Suryawanshi</i>
08.	Anusuya		B.A. II		<i>Anusuya</i>
09.	Manita Sahu		B. Se. II		<i>Manita</i>
10.	Tikeshwari		B. Se. II		<i>T. Sahu</i>
11.	Deepanjali		B. Se. II		<i>Deepanjali</i>
12.	Khushbu		B. Se. I		<i>Khushbu</i>

PRINCIPAL  
Govt. M.M.F. PG College

CHAMPVA (P.G.)

Date - 10/10/2019

Day - Tuesday

Time - 02 Hrs.

Topic - Use of may, shall for request

S.N.	Name	F/Name	class	MO.	Sign.
01.	DeepMala	Pratap Narayan	B.Sc. II	626646103	<i>DeepMala</i>
02.	Babita	Rame Lal	B.Sc. II	6260601849	<i>Babita</i>
03.	piyanka	maniram	B.Sc. II	6268144568	<i>Piyanka</i>
04.	Niteshwari		B.A. I		<i>Niteshwari</i>
05.	Vinay lata		B.A. I		<i>Vinay lata</i>
06.	Dipti shriwas		B.A. III		<i>Dipti shriwas</i>
07.	Simran Suryawanshi		B.A. II		<i>Simran Suryawanshi</i>
08.	Anusuya		B.A. II		<i>Anusuya</i>
09.	Manita Sahu		B. Se. II		<i>Manita</i>
10.	Tikeshwari		B. Se. II		<i>T. Sahu</i>
11.	Deepanjali		B. Se. II		<i>Deepanjali</i>
12.	Khushbu		B. Se. I		<i>Khushbu</i>

PRINCIPAL  
Govt. M.M.F. PG College  
CHAMPVA (P.G.)

Date - 08/10/2019 Day - Monday Time - 02:14:43

Topic - Introduction about Self

S.N.	Name	F/Name	class	MO.	Sign.
01	Deepmala	Pratap Narayan	B.Sc. II	626646103	
02	Babida	Ramelal	B.Sc. II	6266601840	
03	priyanka	maniram	B.Sc. II	6268144568	
04	Niteshwar		B.A. I		
05	Vinay lata		B.A. I		Vinaylata
06	Dipti Shriwas		B.A. II		Dipti Shriwas
07	Simran Suryawanshi		B.A. II		Simran Suryawanshi
08	Anusuiya		B.A. II		
09	Manita sahu		B.Sc. II		
10	Tikeshwar		B.Sc. II		T. Sahu
11	Deepanjali		B.Sc. II		Deepanjali
12	Khushbu		B.Sc. I		Khushbu

Date - 08/10/2019 Day - Tuesday

Topic - W.H. Questions & Answers

S.N.	Name	F/Name	class	MO.	Sign.
01	Deepmala	Pratap Narayan	B.Sc. II	626646103	
02	Babida	Ramelal	B.Sc. II	6266601840	
03	priyanka	maniram	B.Sc. II	6268144568	
04	Niteshwar		B.A. I		
05	Vinay lata		B.A. I		Vinaylata
06	Dipti Shriwas		B.A. II		Dipti Shriwas
07	Simran Suryawanshi		B.A. II		Simran Suryawanshi
08	Anusuiya		B.A. II		
09	Manita sahu		B.Sc. II		
10	Tikeshwar		B.Sc. II		T. Sahu
11	Deepanjali		B.Sc. II		Deepanjali
12	Khushbu		B.Sc. I		Khushbu

PRINCIPAL  
Govt. M.M.R. PG College  
CHAMPA (C.G.)

Date - 14/10/2019

Day - Monday

Time - 02.10.19

Topic - Talking about your festival

S.N.	Name	F/Name	class	MO.	Sign.
01	DeepMala	PratapNarayan	B.Sc. II	626646103	Pratap
02	Babita	Ramela	Bsc II	6260601849	Babita
03	poiyanka	maniram	BSC II	6268144568	Pratap
04	Niteshasani		B.A. I*		Niteshasani
05	Vinay lada		B.A. I		Vinay lada
06	Ripti shivasas		B.A. II		Ripti shivasas
07	Simran Suryawanshi		B.A. II		Simran Suryawanshi
08	Anusiya		B.A. II		Anusiya
09	Mamta Sahu		B. Se. II		Mamta
10	Tikeshwari		B. Se. II		T Sahu
11	Deepanjali		B. Se. II		Deepanjali
12	Khushboo		B. Se. I		Khushboo

PRINCIPAL

Govt. M.M.F. PG College

Chhatrapati (C.G.) 02 Has.

Date - 15/10/2019

Day - Tuesday

Topic - Talking about Summer Season

S.N.	Name	F/Name	class	MO.	Sign.
01	DeepMala	PratapNarayan	B.Sc. II	626646103	Pratap
02	Babita	Ramela	Bsc II	6260601849	Babita
03	poiyanka	maniram	BSC II	6268144568	Pratap
04	Niteshasani		B.A. I		Niteshasani
05	Vinay lada		B.A. I		Vinay lada
06	Ripti shivasas		B.A. II		Ripti shivasas
07	Simran Suryawanshi		B.A. II		Simran Suryawanshi
08	Anusiya		B.A. II		Anusiya
09	Mamta Sahu		B. Se. II		Mamta
10	Tikeshwari		B. Se. II		T Sahu
11	Deepanjali		B. Se. II		Deepanjali
12	Khushboo		B. Se. I		Khushboo

PRINCIPAL

Govt. M.M.F. PG College

Chhatrapati (C.G.)



Date - 11/10/2019 Day - Friday Time - 02 hrs

Topic - Booking (Tickets Conversation)

S.N.	Name	F/Name	class	mo.	Sign.
01	Deepmala	Pratap Narayan	B.Sc. II	626646103	Deepmala
02	Babita	Ramelal	B.Sc. II	6260601849	Babita
03	priyanka	maniram	B.Sc. II	6268144566	priyanka
04	Niteshwar		B.A. I		Niteshwar
05	Vinay lata		B.A. I		Vinaylata
06	Ripti shrivast		B.A. II		Ripti shrivast
07	Simran suryawanshi		B.A. I	Simran suryawanshi	Simran
08	Anusuya		B.A. I		Anusuya
09	Manita Sahu		B. Se. II		Manita
10	Tikeshwar		B. Se. II		Tikeshwar
11	Deepanjali		B. Se. II		Deepanjali
12	Khushboo		B. Se. I		Khushboo

PRINCIPAL  
Govt. M.M.P.G. College  
CHAMPAINA (C.G.)

Date - 12/10/2019 Day - Saturday Time - 02 hrs

Topic - Talking about your ideal

S.N.	Name	F/Name	class	mo.	Sign.
01	Deepmala	Pratap Narayan	B.Sc. II	626646103	Deepmala
02	Babita	Ramelal	B.Sc. II	6260601849	Babita
03	priyanka	maniram	B.Sc. II	6268144566	priyanka
04	Niteshwar		B.A. I		Niteshwar
05	Vinay lata		B.A. I		Vinaylata
06	Ripti shrivast		B.A. II		Ripti shrivast
07	Simran suryawanshi		B.A. I	Simran suryawanshi	Simran
08	Anusuya		B.A. I		Anusuya
09	Manita Sahu		B. Se. II		Manita
10	Tikeshwar		B. Se. II		Tikeshwar
11	Deepanjali		B. Se. II		Deepanjali
12	Khushboo		B. Se. I		Khushboo

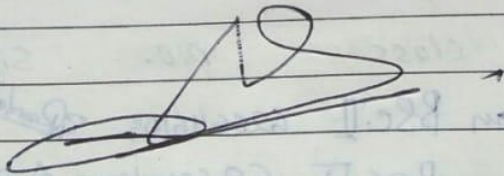
PRINCIPAL  
Govt. M.M.P.G. College  
CHAMPAINA (C.G.)

Date - 18/10/2019 Day - Friday

Time - 02 Hrs

Topic - Sum up of the Course

S.N.	Name	P/Name	class	MO.	Sign.
01	Deepwala		B. Se. III		Deepwala
02	Babita		B. Se. III		Shubal
03	Priyanka		B. Se. III		Phuley
04	Nideshwari		B. A. I		Nideshwari
05	Vinay Lalit		B. A. I		Vinay Lalit
06	Rishi Shrivast		B. A. II		Rishi Shrivast
07	Suman Sanyalwasi		B. A. II		Suman Sanyalwasi
08	Anusuya		B. A. II		Anusuya
09	Meheta Sahu		B. Se. II		Meheta Sahu
10	Tikeshwari		B. Se. II		T. Sahu
11	Deepanjali		B. Se. II		Deepanjali
12	Khushboo		B. Se. I		Khushboo



PRINCIPAL  
Govt. M.M.F. P.G. College  
CHAMPA (C.G.)

Date - 16/10/2019 Day - Wednesday Time - 02.14hrs.

Topic - Soft Skills Part I

Page:   
 Date:   
 *Joshi*

S.N.	Name	F/Name	Class	MO.	Sign.
01	DeepMala	PratapNarayan	BSc.II	626646103	<i>DeepMala</i>
02	Babita	Ramejal	BSc.II	6260601800	<i>Babita</i>
03	priyanka	maniram	BSc.II	6268144568	<i>Priyanka</i>
04	Niteshasari		B.A.I		<i>Niteshasari</i>
05	Vinaylata		B.A.I		<i>Vinaylata</i>
06	Dipti shriwas		B.A.III		<i>Dipti shriwas</i>
07	Simran Suryawanshi		B.A.II		<i>Simran Suryawanshi</i>
08	Anushiya		B.A.II		<i>Anushiya</i>
09	Manuata Sahu		B.Sc.II		<i>Manuata</i>
10	Tikeshasari		B.Sc.II		<i>Tikeshasari</i>
11	Deepanjali		B.Sc.II		<i>Deepanjali</i>
12	Khushboo		B.Sc.I		<i>Khushboo</i>

PRINCIPAL

Govt. M.M.R.P.G. College

Date - 17/10/2019

Day - Thursday

Time - 02 Hrs.

Topic - Soft Skills Part II

S.N.	Name	F/Name	Class	MO.	Sign.
01	DeepMala	PratapNarayan	BSc.II	626646103	<i>DeepMala</i>
02	Babita	Ramejal	BSc.II	6260601800	<i>Babita</i>
03	priyanka	maniram chauhan	BSc.II	6268144568	<i>Priyanka</i>
04	Niteshasari		B.A.I		<i>Niteshasari</i>
05	Vinaylata		B.A.I		<i>Vinaylata</i>
06	Dipti shriwas		B.A.III		<i>Dipti shriwas</i>
07	Simran Suryawanshi		B.A.II		<i>Simran Suryawanshi</i>
08	Anushiya		B.A.II		<i>Anushiya</i>
09	Manuata Sahu		B.Sc.II		<i>Manuata</i>
10	Tikeshasari		B.Sc.II		<i>Tikeshasari</i>
11	Deepanjali		B.Sc.II		<i>Deepanjali</i>
12	Khushboo		B.Sc.I		<i>Khushboo</i>

PRINCIPAL

Govt. M.M.R.P.G. College  
CH/MPA(C.G.)