

2018-19

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NOTICE

25-01-2018

All the students of the college are hereby informed that a "Free Certificate Course" in the "Spoken English" is conducted by the Department of English. The course will commence from 02-02-2018 to 20-02-2018. The duration of the course is 16 days. The classes are held from 2:30 pm to 4:30 pm everyday. The course is open for all the streams of the college. Certificates will be awarded to the participants on successful completion of the course.

Course name: Spoken English

Duration : 16 days

Start date : 02-02-2018

End date : 20-02-2018

Organized by: Department of English

Department of English  
T.T.W.R.D.C (W)-UTNOOR/639  
Dist Adilabad  
Course Director

PRINCIPAL  
T.T.W.R.D.C (Womens)  
UTNOOR-504311  
Dist: Adilabad-T.S  
Principal

Name

B. Manasa  
DL in English

## Syllabus :-

parts of speech, Tenses, Articles, Active and passive voice, Direct and Indirect speech, Subject verb agreement, Email writing, Essay writing, Group Discussion, Synonyms & Antonyms, Spellings & Errors, WH questions, Idioms and phrases, Body language, Telephone etiquette, Email etiquette, presentation skills, Leadership skills, vocabularies, Gerund and Homophone, HR Round questions & Answers, parallelism, mock interview.

## Schedule :-

Date	Topic
1. 02-02-2018	parts of speech, Tenses
2. 03-02-2018	Articles, Active & passive voice
3. 05-02-2018	Direct and Indirect speech,
4. 06-02-2018	Subject verb agreement, Email writing
5. 07-02-2018	Essay writing, Group Discussion
6. 08-02-2018	Synonyms and Antonyms
7. 09-02-2018	Spellings & Errors
8. 10-02-2018	WH questions
9. 12-02-2018	Idioms and phrases
10. 13-02-2018	Body language,
11. 14-02-2018	Telephone etiquette, Email etiquette
12. 15-02-2018	presentation skills
13. 16-02-2018	Leadership skills, vocabularies
14. 17-02-2018	Gerund and Homophone, HR Round questions
15. 19-02-2018	parallelism
16. 20-02-2018	Mock interview

## Enrolled Students Attendance<sup>5</sup>

S.NO.	HTNO.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.		G. Soumya (MPC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.		M. Archana (MPC-ID)	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X
3.		R. Susekha (MPC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0	X
4.		J. Saraswathi (BZC-II)	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X
5		G. Mamatha (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6		M. Tyoshna (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7		K. Sushmitha Rani (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	0	0	X
8		R. Susekha (MPC-ID)	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X
9		K. Manasa (BZC-II)	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X
10		K. Saroja (B.com-ID)	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X
11		P. Sangeetha (B.com-ID)	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X
12		Ch. Archana (B.com-ID)	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X
13		D. pooja (B.com-ID)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14		K. Jayasri (B.com-ID)	X	X	0	X	X	X	0	X	X	X	X	X	X	X	X	X
15		A. Renuka (BZC-ID)	0	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X
16.		Ch. Anitha (MPC-ID)	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X

### Outcomes:-

- i) students will develop Conversation skills.
- ii) students vocabulary range will improve through learning less common expressions and phrases
- iii) make meaning by organizing language and using appropriate grammatical patterns.

*Prof*

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UTNOOR-504311  
Dist: Adilabad-T.S

2019-20

Notice

01-08-2019

Course Name : English for Career Development

Duration : 09-08-2019 (17 days)

Start Date : 09-08-2019

End date : 28-08-2019

Organized by : Department of English

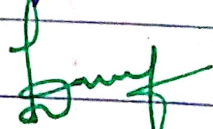
Department of English with encouragement of principal D. Temaji Dongre Sir conducted a certificate course in "English for Career Development" for the students of our college from 09/08/2019 to 28/08/2019 for 17 days programme. The time is 2:15 pm to 4:15 pm everyday. The course helped the students to learn English language easily.

Department of English  
T.T.W.R.D.C (W)-UTNOOR(639)  
Dist. Adilabad

Course organized by  
Manu

B. Manasa

DL in English

  
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UTNOOR-504311  
Dist: Adilabad-T.S  
Principal

Syllabus :-

- i) Entering the job market
- ii) Writing a Resume
- iii) writing a Cover letter
- iv) Developing your professional network
- v) Interviewing for a job

Schedule :-

	Day	Date	Topic
1.	1..	09/08/2019	Introduction <sup>of</sup> Entering the job market
	2.	10/08/2019	Entering the job market topic
	3.	12/08/2019	Introduction of Resume
	4.	13/08/2019	How to write/prepare a Resume
	5	14/08/2019	Introduction of Curriculum vitae
	6.	15/08/2019	How to <del>prepare</del> write Curriculum vitae.
	7.	16/08/2019	Introduction of cover letter writing
	8.	17/08/2019	How to write a cover letter
	9	19/08/2019	What is Letter writing
	10	20/08/2019	How to write personal letters
	11	21/08/2019	How to write Professional letters
	12.	22/08/2019	What is Professional network
	13	23/08/2019	How to develop professional <sup>network</sup> letters
	14	24/08/2019	What is Interview
	15	26/08/2019	How to prepare for an Interview
	16	27/08/2019	Interviewing for a job
	17	28/08/2019	Submit of CV

S.NO.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
1.	A. Saikanya (MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0
2.	Ch. Kalinda (MPCS-II)	X	X	0	X	0	X	X	X	X	✓	X	X	X	X	X	X	X	X
3.	A. Mamatha (MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4.	R. Usha (MPCS-II)	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	R. Asha (MPCS-II)	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X
6.	K. Sasaswathi (MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.	B. Ganga (BZC-II)	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	D. Kalyani (BZC-II)	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X
9.	K. Nikhitha (BZC-II)	X	X	0	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X
10.	K. Meena (BZC-II)	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X
11.	M. Durga (BZC-II)	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X	X	X
12.	M. Lavanya (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X
13.	P. Ushatha (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	P. Thirumala (BZC-II)	0	X	X	X	X	X	X	X	X	X	X	0	X	X	X	X	X	X
15.	P. Srivalli (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	V. Swathi (BZC-II)	X	X	X	X	X	X	X	0	X	X	X	X	X	X	X	X	X	X
17.	T. Prathyusha (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

### Outcomes:-

- i) Developed students rhetorical and stylistics skills.
- ii)

*Prof*

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UTNOOR-504311  
Dist: Adilabad-T.S

2021-2022

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NOTICE

25/06/2021

Course Name : Communication skills in English

Start Date : 03-07-2021 to 23-07-2021

End date : 23-07-2021

Duration : 32 hrs

Organized by : Department of English

Days : 16 days

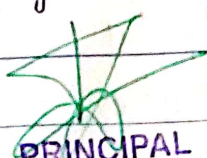
The department of English conducted the certificate course in "Communication skills in English" for the all students of the college with the encouragement of principal B. Haritha madam.

This course announced from 03/07/2021 to 23/07/2021 organized by the department of computer science for the 16 days programme. For this course time allotted 2:20 pm to 4:20 pm 2 hours everyday. With this course students learn

Ol

Objectives :- To develop students coherence, cohesion and competence in oral discourse through intelligible pronunciation.

Department of English  
TTWRDC (W)-UTNOOR(633  
Dist. Adilabad

  
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UTNOOR-504311  
Dist: Adilabad-T.S

Course Organizes

NAME

B. Manasa

DL in English

Principal


Syllabus :- Communication: An Introduction, Non-verbal Communication, Effective Communication, Communication Network in an organization, Communication in English, Listening skills, Oral Communication skills, Reading skills, Effective writing skills, understanding and applying vocabulary, Remedial English Grammar and Usage, preparing for a career, presentation skills, Time & Stress management, Soft skills for Leadership and Team Management.

### Schedule :-

Day	Date	Topic
1	03/07/21	An introduction to Communication
2	05/07/21	Non-verbal Communication
3	06/07/21	Effective Communication
4	07/07/21	Communication network in an organization
5	08/07/21	Communication in English
6	09/07/21	Listening skills
7	10/07/21	Oral Communication skills
8	12/07/21	Reading skills
9	13/07/21	Effective writing skills
10	14/07/21	Understanding and applying vocabulary
11	15/07/21	Remedial English Grammar and Usage
12	16/07/21	preparing for a career
13	17/07/21	presentation skills
14	19/07/21	Time and stress management
15	22/07/21	Soft skills for leadership and Team management
16	23/07/21	Soft skills for leadership and Team management



S.NO	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	B. Mounika(MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	Ch. pallavi(MPCS-II)	X	X	X	X	X	X	X	9	X	X	X	X	X	X	X	X
3.	Ch. Gangabhavani(MPCS-II)	X	X	X	X	X	X	X	9	X	X	X	X	X	X	X	X
4.	G. Nimitha(MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	G. Ashwini(MPCS-II)	9	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	K. Mounika(MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.	M. Rajamani(MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	P. Susekha(MPCS-II)	X	X	X	X	X	X	X	X	9	X	X	X	X	X	X	X
9.	R. Saharika(MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	Sumayya Arjum(MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11.	S. Shruithilaya(MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	B. Srivani(BZC-II)	X	X	X	X	X	X	9	X	X	X	X	X	X	X	X	X
13.	J. Shwetha(BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	K. Roopa(BZC-II)	X	X	X	9	X	X	X	X	X	X	X	X	X	X	X	X
15.	S. Suguna(BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	T. Meghana(BZC-II)	9	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	B. Akhila(BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	N. Lavanya(BZC-II)	X	X	X	X	X	X	X	X	X	X	9	X	X	X	X	X
19.	T. Aruna(B.com-II)	X	X	X	X	X	9	X	X	X	X	X	X	X	X	X	X
20.	K. Meghamala(B.com-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21.	J. Saritha(B.com-II)	X	X	9	X	X	X	X	X	X	X	X	X	X	X	X	X

  
**PRINCIPAL**  
 T.T.W.R.D.C (Women's)  
 UTNOOR-504311  
 Dist:Adilabad-T.S

2022-23

## Notice

25/06/2022

Course Name : Academic English writing

Duration : 30 hours

Start Date : 02/07/22

End Date : 22/07/22

Organized by : Department of English


Days : 15 days

Department of English with the encouragement of principal B. Haritha madam conducted a certificate course in "Academic English writing" for the students of our college from 02/07/22 to 22/07/22 for 15 days Everyday. Time allotted for this course from 2:30 pm to 4:30 pm. This is announced by the department of English.

Department of English  
TTWRDC (W)-UTNOOR(639)  
Dist. Adilabad  
Course Organizers

B. Haritha -

B. Manasa - ManuG. Manjula - Manu

  
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Dist: Adilabad-T.S

Principal


Syllabus:- Introduction of Academic English writing,  
features of Academic English writing, Essay writing,  
Report writing, Letter writing, Literature Review,  
Email writing, paragraph writing,

1.	02/07/22	Introduction of Academic English writing
2.	4/07/22	features of Academic English writing.
3.	5/07/22	Essay writing Introduction
4.	<u>Schedule</u> 06/07/22	Essay writing
5.	7/07/22	Report writing Introduction
6.	8/07/22	Report writing
7.	9/07/22	Letter writing Introduction
8.	11/07/22	Letter writing
9.	12/07/22	Review of Literature
10.	13/07/22	Email writing Introduction
11.	14/07/22	Email writing
12.	15/07/22	paragraph writing Introduction
13.	16/07/22	Paragraph writing
14.	18/07/22	precise word choice
15.	19/07/22	Descriptive and Analytical writing
16.	20/07/22	persuasive and critical writing.

Objectives:-

Students have learned how to prepare  
CV and how to write reports,  
letters perfectly.

S.NO.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	A. Kalpana (MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	Ch. Anusha (MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3.	K. Yashodha (MPCS-II)	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
4.	K. Krishnaveni (MPCS-II)	X	X	X	X	X	X	X	X	X	X	a	X	X	X	X
5.	P. Roja (MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	R. Shivani (MPCS-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.	B. vennela Nayak (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	U. poojitha (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	R. Ruchitha (BZC-II)	X	X	X	X	a	X	X	X	X	X	X	X	X	X	a
10.	R. Rajeshwari (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11.	T. Rameshwari (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	T. Laxmi (BZC-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	B. Harika (BZC-II)	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X
14.	Ch. Sunitha (B.com-II)	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
15.	S. Manisha (B.com-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	P. Annapurna (B.com-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	U. Sundeivi (B.com-II)	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
18.	K. Srilatha (B.com-II)	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
19.	K. Anjali (B.com-II)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

  
 PRINCIPAL  
 T.T.W.R.D.C (Women's)  
 UTNOOR-504311  
 Dist: Adilabad-T.S

2023-24

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Notice

20/11/2023

Course Name - Grammar Punctuation Course

Duration - 15 days (30 hrs)

Start Date - 01/12/2023

End Date - 19/12/2023

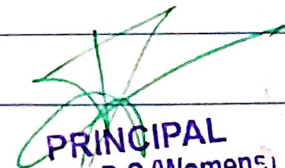
Organized by - Department of English

Days - 15 days

This is to inform for all the students of our college that Department of English is going to conduct 15 days Certificate course on "Grammar punctuation course" from

Interested students can enroll their names on or before 30/11/2023.

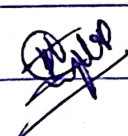
Department of English  
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Course Organizers

  
PRINCIPAL  
T.T.W.R.D.C (Womens)  
UTNOOR-504311  
Dist: Adilabad-T.S

Principal

B. Haritha

B. Manasa — Mane

G. Manjula — 


Syllabus: punctuation, Tenses and Aspects, Nouns, Articles, Conjunctions, Miscellaneous, The Body Language of public speaking, story telling, Introducing yourself, Becoming a motivational speaker, Speaking on job interviews, delivering financial presentations.

### Schedule

Day	Date	Topic
1.	01-12-2023	Punctuation
2.	02-12-2023	Tenses and Aspects
3.	04-12-2023	Tenses and Aspects
4.	05-12-2023	Nouns
5	06-12-2023	Articles
6	7-12-2023	Conjunctions
7.	8-12-2023	Miscellaneous
8.	9-12-2023	The Body language of public speaking
9.	10-12-2023	story telling
10	12-12-2023	Introducing yourself
11	13-12-2023	Becoming a motivational speaker
12	14-12-2023	Speaking on job interviews
13	15-12-2023	delivering financial presentations
14	16-12-2023	Adjectives
15	19-12-2023	Prepositions

## Attendance:

S.NO.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	J. vanishree (MPCS-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	K. Sanika (MPCS-11)	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
3.	P. vaishnavi (MPCS-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	A	X
4.	S. Bijalabai (MPCS-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	R. Usha (MPCS-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	P. Jyothiksmi (MPCS-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.	T. Sarala (BZC-11)	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X
8.	B. Ganagothi (BZC-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	B. vaishali (BZC-11)	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	K. Saibindu (BZC-11)	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X
11.	K. Saraswathi (BZC-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	K. Shirisha (BZC-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	A. prameela (BZC-11)	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	P. Swapna (B.com-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	A
15.	J. Nandini (B.com-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	K. Nirosha (B.com-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	O. Ravali (B.com-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	D. Swathi (B.com-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	K. Vishwateja (B.com-11)	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X
20.	M. Rajavva (B.com-11)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

  
 PRINCIPAL  
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