

**B.L.D.E.A's**

**S.B. Arts and K.C.P Science College, Vijayapur.**

**Department of English**

**Value Added Course in Writing Skills**

**2017-2018**

**B.L.D.E A's**  
**S.B. Arts and K.C.P Science College, Vijayapur.**  
**Department of English (UG)**

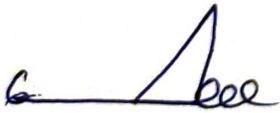
**Value Added Course in Writing Skills 2017-18**

Syllabus Prepared by:

1. Prof. S.S.Patil  
H.O.D of the English Department

2. Dr. R. M.Mirde  
BLDEA's SBS Arts and Commerce  
College for Women Vijayapur.

3. Prof A H Lain  
Faculty of the English Department



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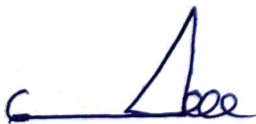
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**DEPARTMENT OF ENGLISH (UG)**

**NOTICE**

It is hereby informed to all the BA students that the department of English is conducting value added course in writing skills from 10.07.2017 to 20.10.2017. So, interested students have to take their admission before 08.07.2017. The classes will be conducted every Monday and Tuesday afternoon from 3:00 to 4:00 in Room no.08.



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**Value Added Course in Writing Skills**

**LIST OF FACULTY ACADEMIC YEAR 2017-18**

SL.NO	NAME OF THE FACULTY
01	Prof.R.H.Bidari
02	Prof.S.S.Patil
03	Prof.R.M.Mirade
04	Prof.A.H.Lain
05	Prof.Padmashree.Bagewadi



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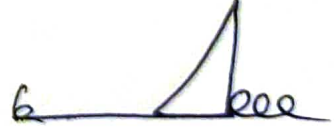
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## Admission List BA I Sem 2017 - 18

Sl.No.	Name of the student
1	Laxmi S Majjagi
2	Manoj S Shinde
3	Sharanakumar S Aheri
4	Ravikumar H Poojari
5	Shriram S Kattari
6	Babusha Y Kharat
7	Mahesh S Shinde
8	Husseni Ashok Banasode
9	Rohit P Kambale
10	Sangemesh J Godennavar
11	Shridhar T Nadatti
12	Bhagyashree K Chandakavte
13	Akshya Kumar Gajakosh
14	Preeti B Kabadagi
15	Savita B Badigar
16	Soumya S Chatter
17	Siddangouda N Biradar
18	Raghvendra S Kademani
19	Shankar B Kulagod
20	Shrishail H Nagnoor
21	Sangmesh S Bevnoor
22	Gurlingappa S Lingdalli
23	Shilpa D Rathod
24	Praveen S Chalwadi
25	Sharnabasu V Parasanalli
26	Shrishail N Poojari
27	Chiranjeevi S Beedagonda
28	Praveenkumar M Talikoti
29	Siddama C Chouri

  
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**TIME TABLE FOR THE YEAR 2017-18**

DAY	TIME
MONDAY	3.00 TO 4.00PM
TUESDAY	3.00 TO 4.00PM

**Venue:** Room No 08



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DEPARTMENT OF ENGLISH UG  
**Value Added Course in Writing Skills 2017-18**

**Max. Marks:** 100 (Theory – 80 marks, Viva-Voice 20 marks)

**Passing Marks:** 40 %

**Time allowed:** 3 hours

**1. Academic Year:**

It is a course of three months period. Students of any semester can join the course.

**2. Curriculum:**

Curriculum is designed to provide learning opportunities to meet the requirements of value-added course in writing skill.

**3. Course:**

A unit of instruction or a segment of subject matter to be covered during 3 months duration and it will have a specific number and title.

**4. Course Teacher:**

A teacher who teaches a particular course in a semester is called a course teacher. He/she shall be responsible for conducting classes, completion of syllabus, conducting viva, practical, valuating the papers, maintaining attendance register and providing needed guidance to the students of the course.

**5. Course Credit:**

A measure of quality of work done in a course represents one-hour lecture and sometimes half an hour practical work. Total numbers of periods are 40 hours.

**6. Program Offered:**

The program offered by the college.

Department	Program offered	Duration
English	Value Added Course in Writing Skills	3 months

Continued....



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**7. Eligibility for Admission:**

The admission in the course shall be open to all the students of our college who have taken admission for B.A course.

**8. Duration of the program:**

Minimum duration of the program shall be 3 months.

**9. Admission:**

Intake capacity is 50 students.

**10. Mode of Admission:**

Admission to the course shall be made on the basis of merit and rest of the students.

**11. Examination and Evaluation of the Program:**

There shall be an examination at the end of the program. The program is evaluated for 100 marks.

**Mode of the examination is mentioned below:**

Descriptive- 80 marks

Viva Voice – 20 marks

**Total - 100 marks**

**AIM:**

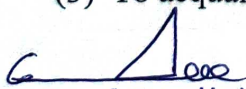
To make the students competent in writing skills in English to face this challenging world/global world.


**Objectives:**


(1) To identify the mistakes done by the students in parts of speech, tenses, spellings, and writing skills

(2) To impart the correct use of writing skills among the students to enhance them to face this global world.

(3) To acquaint the students with day to day knowledge in writing skills.

  
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## Syllabus

Units	Topics	Teaching hours
I.	<ul style="list-style-type: none"><li>▪ Letter Writing</li><li>▪ Application Writing</li><li>▪ Resume Writing</li><li>▪ Complaints</li><li>▪ Business Letters-ordering and purchasing</li></ul>	06
II.	<ul style="list-style-type: none"><li>▪ Report Writing</li><li>▪ Press Report</li><li>▪ Function Report</li><li>▪ Project Report</li></ul>	06
III.	<ul style="list-style-type: none"><li>▪ Dialogue Report</li><li>▪ Accepting and Rejecting Invitation</li><li>▪ Agreeing and Disagreeing</li><li>▪ At the Bank, At the Post Office</li><li>▪ At the Railway station, At the Report</li></ul>	06
IV.	<ul style="list-style-type: none"><li>▪ Essay Writing</li></ul>	03
V.	<ul style="list-style-type: none"><li>▪ Comprehension</li><li>▪ Passage</li><li>▪ Paragraph Writing</li></ul>	06
VI.	<ul style="list-style-type: none"><li>▪ Punctuation</li></ul>	03

  
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## DEPARTMENT OF ENGLISH (UG)

### Examination Notice

It is here by informed to all the students of Value-Added Course (English - UG) that we are conducting the theory examination on 23.10.2017 and Viva Voice on 24.10.2017.

Venue - Room No-08

Time - 10 AM - 01 PM



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Final Examination April: 2018  
Sub: Value Added Course in writing Skills.

Time: 03 hours

Max Marks: 80

Q I) Imagine that you are a passenger going to Delhi by flight, then write the dialogues between you and the ticket agent regarding seat reservations.

1x10=10

1x5=05

Q II) Correct the following sentences.

- 1) We all swum at the beach yesterday.
- 2) The perfume is for your sister and yourself.
- 3) Neither Suma or Radha can sing well.
- 4) We need a secretary with the good knowledge of English.
- 5) Is there any water in the pot?

Q III) Identify the sentence pattern. [SVIODO, SV, SVC, SVO, SVDO]

2x5 = 10

- 1) Many students witnessed the play.
- 2) His father is a doctor.
- 3) She offered me a firm hand shake.
- 4) He eats.
- 5) Those two girls were taking.

Q IV) Punctuate the following sentences with appropriate punctuation marks.

1x5=05

- 1) the colombian team won the tennis match.
- 2) I don't like this one said julia.
- 3) I like playing with kids dogs cats and my friends.
- 4) hurray we won the match
- 5) Aren't you coming to the class today

Q V) Write an essay on

"Control of Air pollution"

1x10=10

OR

"Duty of youth in Nation Building".

Q VI) Write a News report on the "Effect of Flood in Kerala".

1x10=10

Q VII) Expand the Proverb: "Slow and steady wins the race."

1x10=10

Q VIII) Imagine that you are the secretary of the Students Association and you have been asked to give a report about the Cultural Fest held in your college.

1x10=10

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**Q IX) Read the following passage and answers the questions given below.**

**2x5=10**

## Materials

A material is what something is made of. There are 5 basic materials. Most things are made with these materials. Some things are made of metal. Some things are made of glass. Some things are made of wood. Some things are made of cloth. And some things are made of plastic. There are some other materials. But they are not used as much as these 5 materials. Let's talk about metal first. Metal is very heavy. And it is very hard and strong. It usually feels cool if you touch it. We use metal to make lots of things. We use it for forks and knives. We use it for keys. We use it for cars. We use it for these things because it is very strong. Next, let's talk about glass. Glass is very smooth. It feels cool to touch. It is not as heavy as metal. It is hard. But it is not strong. It breaks very easily! Then why do we use it? We use it because it is clear! You can see through glass! That's why we use it for windows. That's also why we use it for glasses. Now, let's talk about wood. Wood is lighter than metal and glass. It is not as strong as metal. But it is much stronger than glass. We use wood to make lots of things. Things made from wood are usually light and hard and strong. Chairs and tables are made from wood. Pencils are made from wood. Now let's talk about cloth. Cloth is very light. It is much lighter than wood. And it is very soft. We use cloth to make lots of things. For example, it is used to make clothing. And it is used to make blankets. Last, let's talk about plastic. Plastic is also very light. But it is different from cloth. Sometimes it is soft. And sometimes it is hard. Plastic can be used to make thin plastic bags. These are light, soft, and strong. But plastic can also be used to make bicycle helmets. These are light, hard, and strong. A helmet and a bag seem different. But they are both made from plastic.

**1) Which sentence from the passage best describes the main idea?**

- a) "We use cloth to make lots of things."      b) "Metal is very heavy."  
c) "There are 5 basic materials."      d) "A helmet and a bag seem different."

**2) According to the passage, which of these things is a material?**

- a) chairs b) clothing c) windows d) wood

**3) According to the passage, how does glass feel?**

**4) In paragraph 4, the passage says, "Wood is lighter than metal and glass." What is the main purpose of this sentence?**

- a) To explain something      b) To recommend something  
c) To compare something      d) To demonstrate something


**5) Which material would you use if you wanted to make something that was strong and very light?**

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**DEPARTMENT OF ENGLISH (UG)**  
 Value Added Course in Writing Skills  
 Attendance List-2017-18

Sl.No	Name Of the Student	10/07	11/07	17/07	24/07	25/07	31/07	1/08	7/08	08/08	14/08	15/08	28/08	29/08	4/09	05/09
01	Laxmi S Majjagi	Lax	Lax	Lax	Lax	Lax	Lax	Lax	Lax	Lax	Lax	Lax	Lax	Lax	Lax	AB
02	Manoj S Shinde	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	AB
03	Sharanakumar S Aheri	SSA	SSA	SSA	SSA	SSA	SSA	SSA	SSA	SSA	SSA	SSA	SSA	SSA	AB	SSA
04	Ravikumar H Poojari	Rav	Rav	Rav	Rav	Rav	Rav	Rav	Rav	Rav	AB	Rav	Rav	AB	Rav	Rav
05	Shriram S Kattari	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	AB	SS	SS	AB	SS
06	Babusha Y Kharat	Byk	Byk	Byk	Byk	Byk	AB	Byk	Byk	Byk	AB	Byk	Byk	Byk	Byk	Byk
07	Mahesh S Shinde	MA	MA	AB	MA	MA	MA	AB	AB	MA	MA	MA	MA	AB	MA	MA
08	Husseni Ashok Banasode	H.A.S	H.A.S	AB	H.A.S	H.A.S	H.A.S	H.A.S	H.A.S	H.A.S	H.A.S	H.A.S	AB	H.A.S	H.A.S	MA
09	Rohit P Kambale	Rohit	Rohit	Rohit	Rohit	AB	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit	AB	Rohit	Rohit
10	Sangemesh J Godennavar	SJ	SJ	SJ	SJ	AB	SJ	SJ	SJ	SJ	SJ	SJ	AB	SJ	SJ	SJ
11	Shridhar T Nadatti	STN	STN	STN	AB	STN	STN	STN	STN	STN	STN	STN	AB	STN	STN	STN
12	Bhagyashree K Chandakavte	BK	BK	BK	BK	BK	BK	AB	BK	BK	BK	AB	BK	BK	BK	AB
13	Akshya Kumar Gajakosh	AK	AK	AK	AK	AB	AK	AK	AK	AK	AK	AK	AB	AK	AK	AK
14	Preeti B Kabadagi	PA	PA	PA	AB	PA	PA	PA	AB	PA	PA	PA	PA	PA	PA	AB
15	Savita B Badigar	SB	SB	SB	SB	SB	SB	SB	AB	SB	SB	SB	AB	SB	SB	AB
16	Soumya S Chatter	SoC	SoC	SoC	SoC	SoC	SoC	SoC	SoC	SoC	SoC	SoC	AB	SoC	SoC	SoC
17	Siddangouda N Biradar	SNB	SNB	SNB	AB	SNB	SNB	SNB	AB	SNB	SNB	SNB	AB	SNB	SNB	SNB
18	Raghvendra S Kademani	RLK	RLK	RLK	AB	RLK	RLK	RLK	AB	RLK	RLK	RLK	RLK	RLK	AB	AB
19	Shankar B Kulagod	SK	AB	SK	SK	SK	AB	SK	SK	SK	SK	SK	SK	SK	SK	SK
20	Shrishail H Nagnoor	SHN	SHN	SHN	AB	SHN	SHN	SHN	AB	SHN	SHN	SHN	SHN	SHN	SHN	SHN
21	Sangmesh S Bevnoor	S	S	S	S	S	S	S	S	S	AB	S	S	S	S	S
22	Gurlingappa S Lingdalli	GL	GL	GL	GL	GL	GL	GL	AB	AB	GL	GL	GL	GL	GL	GL
23	Shilpa D Rathod	SD	SD	SD	SD	SD	SD	SD	SD	SD	AB	SD	SD	AB	SD	SD
24	Praveen S Chalwadi	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P
25	Sharnbasu V Parasanalli	SV	SV	SV	AB	SV	SV	SV	SV	AB	SV	SV	SV	SV	SV	AB
26	Shrishail N Poojari	SN	SN	SN	SN	AB	SN	SN	SN	SN	AB	SN	SN	SN	AB	SN
27	Chiranjeevi S Beedagonda	CS	CS	CS	AB	CS	CS	CS	AB	CS	CS	CS	CS	CS	CS	CS
28	Praveenkumar M Talikoti	PM	PM	PM	PM	PM	PM	PM	AB	PM	PM	PM	AB	PM	PM	PM
29	Siddama C Chouri	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC

  
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Sl.No	Name Of the Student	06/09	11/09	12/09	18/09	19/09	25/09	26/09	02/10	03/10	09/10	10/10	16/10	17/10	19/10	26/10	
01	Laxmi S Majjagi	lab	lab	lab	lab	lab	lab	lab	lab	lab	lab	lab	lab	lab	lab	lab	AB
02	Manoj S Shinde	ms	AB	ms	ms	ms	ms	ms	AB	ms	ms	ms	ms	ms	ms	ms	ms
03	Sharanakumar S Aheri	SSA	SSA	SSA	SSA	SSA	SSA	SSA	SSA	AB	SSA	SSA	AB	SSA	SSA	SSA	SSA
04	Ravikumar H Poojari	Rav	Rav	AB	Rav	Rav	Rav	Rav	AB	Rav	Rav	Rav	Rav	Rav	Rav	Rav	Rav
05	Shriram S Kattari	SS	AB	SS	SS	SS	AB	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS
06	Babusha Y Kharat	Byk	Byk	Byk	Byk	AB	Byk	Byk	Byk	Byk	AB	Byk	Byk	Byk	Byk	Byk	Byk
07	Mahesh S Shinde	MA	MA	AB	MA	MA	MA	MA	AB	MA	MA	MA	MA	MA	AB	MA	MA
08	Husseni Ashok Banasode	HAd	HAd	HAd	AB	HAd	HAd	HAd	HAd	HAd	HAd	HAd	HAd	AB	HAd	HAd	HAd
09	Rohit P Kambale	Roh	Roh	Roh	Roh	AB	Roh	Roh	Roh	Roh	Roh	Roh	Roh	Roh	AB	Roh	Roh
10	Sangemesh J Godennavar	SJ	SJ	SJ	SJ	AB	SJ	SJ	AB	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ
11	Shridhar T Nadatti	STN	STN	STN	AB	STN	STN	STN	STN	AB	STN	STN	AB	STN	STN	STN	STN
12	Bhagyashree K Chandakavte	BK	BK	BK	AB	BK	BK	BK	BK	BK	BK	AB	BK	BK	AB	BK	BK
13	Akshya Kumar Gajakosh	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	AB	OK	OK
14	Preeti B Kabadagi	PR	PR	PR	AB	PR	PR	PR	AB	PR	PR	PR	PR	PR	PR	PR	AB
15	Savita B Badigar	SB	SB	SB	SB	AB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB
16	Soumya S Chatter	So	So	So	So	So	So	So	So	So	So	AB	AB	So	So	So	So
17	Siddangouda N Biradar	SNB	SNB	SNB	AB	SNB	SNB	SNB	AB	SNB	SNB	SNB	AB	SNB	SNB	SNB	SNB
18	Raghvendra S Kademani	RK	RK	RK	AB	RK	RK	RK	AB	RK	RK	RK	RK	RK	AB	RK	RK
19	Shankar B Kulagod	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	AB	SB	SB
20	Shrishail H Nagnoor	SHN	SHN	SHN	AB	SHN	SHN	SHN	AB	SHN	SHN	SHN	SHN	SHN	SHN	SHN	SHN
21	Sangmesh S Bevnoor	S	S	S	S	AB	S	S	S	S	AB	S	S	S	AB	S	S
22	Gurlingappa S Lingdalli	GL	GL	GL	GL	GL	GL	GL	AB	GL	GL	GL	GL	GL	GL	GL	GL
23	Shilpa D Rathod	SD	SD	SD	SD	SD	AB	SD	SD	SD	SD	SD	SD	SD	SD	SD	SD
24	Praveen S Chalwadi	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P
25	Sharnbasu V Parasanalli	SV	SV	SV	AB	SV	SV	SV	SV	AB	SV	SV	SV	SV	SV	SV	AB
26	Shrishail N Poojari	SN	SN	SN	SN	SN	SN	AB	SN	SN	SN	SN	SN	AB	SN	SN	SN
27	Chiranjeevi S Beedagonda	CSB	CSB	CSB	AB	CSB	CSB	AB	CSB	AB	CSB	CSB	CSB	CSB	CSB	CSB	CSB
28	Praveenkumar M Talikoti	PM	AB	PM	PM	PM	AB	PM	AB	PM	PM	PM	PM	PM	AB	PM	PM
29	Siddama C Chouri	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid

  
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**DEPARTMENT OF ENGLISH (UG)**

**Value Added Course in Writing Skills**

**Result -2017-18**

Sl.No.	Name of the student	Theory	Viva voice	Total
1	Laxmi S Majjagi	45	15	60
2	Manoj S Shinde	52	16	68
3	Sharanakumar S Aheri	56	16	72
4	Ravikumar H Poojari	52	16	68
5	Shriram S Kattari	56	16	72
6	Babusha Y Kharat	45	15	60
7	Mahesh S Shinde	53	15	68
8	Husseni Ashok Banasode	54	16	70
9	Rohit P Kambale	62	17	79
10	Sangemesh J Godennavar	54	16	70
11	Shridhar T Nadatti	53	14	67
12	Bhagyashree K Chandakavte	45	15	60
13	Akshya Kumar Gajakosh	45	15	60
14	Preeti B Kabadagi	52	16	68
15	Savita B Badigar	56	16	72
16	Soumya S Chatter	52	16	68
17	Siddangouda N Biradar	56	16	72
18	Raghvendra S Kademani	45	15	60
19	Shankar B Kulagod	53	15	68
20	Shrishail H Nagnoor	54	16	70
21	Sangmesh S Bevnoor	55	17	72
22	Gurlingappa S Lingdalli	62	17	79
23	Shilpa D Rathod	60	15	75

*Continued...*



24	Praveen S Chalwadi	55	17	72
25	Sharnbasu V Parasanalli	59	18	77
26	Shrishail N Poojari	56	16	72
27	Chiranjeevi S Beedagonda	52	16	68
28	Praveenkumar M Talikoti	52	16	68
29	Siddama C Chouri	56	16	72



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B.L.D.E.A's  
S.B.ARTS & K.C.P.SCIENCE COLLEGE, VIJAYAPUR  
DEPARTMENT OF ENGLISH UG  
**Value Added Course in Writing Skills 2017-18**

**Report/Outcome**

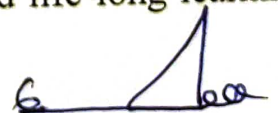
Value added course in writing skills is designed and offered by the English department (UG) for the benefit of the students. This course is conducted after the regular college hours. The course is conducted by the department to complement students' knowledge and skills in their field of study. The course is chosen based on current trends, relevance and value in the job market.

In our education system writing skill is considered as the most important skill to learn English. Writing is a prolific skill; it holds more significance. But most of the students are not capable to write coherently. Students have knowledge of their subject but as they have to convey their knowledge in English, they hesitate to do so. Students feel that they do not possess sufficient vocabulary and grammatical aspects of English writing skills, so they fear about making mistakes in writing. Sometimes they have been feeling themselves inferior in terms of English communication skills.

This course will definitely help the students to face any competitive exams, in job market, in private or govt sectors or in their professional life.

This course will definitely improve students writing skill by adopting the relevant syllabus. Writing skill is an important skill for the communication in professional world.

Effective strategies and communicative tasks will motivate students in enhancing their communication skills, language proficiency and life-long learning paths in general and writing skill in particular.



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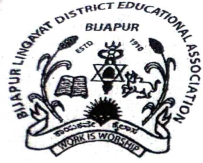
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S.B. Arts & K.C.P. Science College,  
Vijayapur.

## References

1. Internet – Sources
2. Book – Practical English Grammar
3. Book – Intermediate Grammar usage and Composition
4. “*English Grammar*” by Wren and Martin
5. “*Strengthen Your Writing*” by Pro. N Narayanswami
6. “*Improve Your Written English*” by Marion Field Jaico
7. “*English Grammar and Usage*” by R.P Sinha



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Internal Quality Assurance Cell Initiative

## VALUE ADDED COURSE

### Certificate

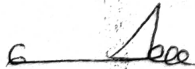


This is to certify that Mr./Ms. Rohit. P. Kumbale

has Completed the Value Added Course on writing SKILL

Conducted by the Department of English during the

Year 2017 - 18



Head of the Department



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Co-Ordinator, IQAC



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## VALUE ADDED COURSE

### Certificate



This is to certify that Mr./Ms. Sarita Badiger.

has Completed the Value Added Course on writing skills

Conducted by the Department of English during the

Year 2017 -18

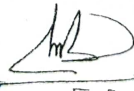


Head of the Department



IQAC, Co-ordinator

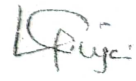
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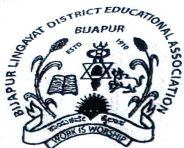
Co-ordinator, IQAC



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**VALUE ADDED COURSE**

*Certificate*

This is to certify that Mr./Ms. Soumya S. Chatter.  
 has Completed the Value Added Course on writing SKILLS  
 Conducted by the Department of English during the  
 Year 2017 - 18

[Signature]  
 Head of the Department

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 Co-ordinator, IQAC

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 Principal,  
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 Principal



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**VALUE ADDED COURSE**

*Certificate*

This is to certify that Mr./Ms. Siddangouda. Biradwar.  
 has Completed the Value Added Course on Writing Skills  
 Conducted by the Department of English during the  
 Year 2017-18

Aeee  
 Head of the Department

[Signature]  
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[Signature]  
 Principal,  
 S.B. Arts and KCP Science College  
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[Signature]  
 Principal



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**VALUE ADDED COURSE**

*Certificate*

This is to certify that Mr./Ms. Raghendra Mademani  
has Completed the Value Added Course on writing SKILL  
Conducted by the Department of English during the  
Year 2017-18

  
Head of the Department

  
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