# Poona Gujarati Kelwani Mandal's Haribhai V. Desai College, Pune Department of English

#### Notice

Department of English is organizing a 'Certificate course in English Grammar for Competitive Examination Aspirants' from 10th March 2022 –10th April 2022. Course will be of 30 hours. Interested students should register their names for the same. Google form for registration will be provided soon. Students should pay fees Rs. 500/- in department of English. Their admission will be confirmed after the payment. Attendance is compulsory for all the lectures. Certificate will be issued after successful completion of the course as well qualifying the exam conducted at the end of the course and submission of feedback form. Students across all the faculties will earn 3 non CGPA credits though this course.

A.P. Pandit
Dr. Archana Pandit

Co-ordinator

Dr. Mahavir Sankla

HoD, English

Dr. Ganesh Raut

Principal

Poona Gujarati Kelwani Mandal's Haribhai V. Desai College, Pune-02 Department of English

A Certificate Course in English Grammar for Competitive Examination Aspirants

#### Introduction:

Grammar is the structural foundation of our ability to express ourselves clearly and concisely. Grammar is not just about avoiding mistakes but also about creation of apt content in assigned time. Knowledge of grammar is fundamental for effective communication (oral and written). In addition to this grammar is the key for success in competitive examination. Although the methods of studying grammar have changed dramatically in recent times, the reasons for studying grammar have remained essentially the same. This course aims to equip students and aspirants of Competitive Examination with grammatical skills to enable them to construct grammatically correct creative content which will enhance their opportunities to clear competitive exams and provide them various employment opportunities.

#### **Objectives:**

- To build an elementary understanding of form, meaning of the English language in students and make them efficient to understand how to use grammar in various discourses.
- To make students comfortable with grammar rules of English language and enhance their interest in the same.
- The specific course will help students to comprehend, recognize, identify and construct various types of sentences.
- To enhance students' ability to construct grammatically correct sentences which will help them to solve grammar exercises in competitive examination ultimately leading to their success in clearance of exam.
- To earn 3 non CGPA credits for students of all the faculties.

#### **SCHEDULE:**

Course will be conducted for 30 online / offline lectures excluding exam and feedback.

Sr.	Date	Name Of the Topic	No.	of	Faculty
No.			sessior	าร	
1.		Parts of speech	2		Ms. Sudarshana Mahadik
2.		Subject-verb Agreement	1		Dr. Archana Pandit
3.		Tenses	4		Ms. Sudarshana Mahadik
4.		Active and Passive voice	4		Mr. Siddarth Kale
5.		Modals	1		Dr. Archana Pandit

6.	Reported Speech	4	Mr. Siddarth Kale
7.	Punctuation	1	Mr. Prashant Ingole
8.	Types of sentences	4	Mr. Prashant Ingole
9.	Question tag	1	Dr. Mahavir Sankla
10.	Articles	2	Mr. Siddarth Kale
11.	Degrees of comparison	2	Dr. Mahavir Sankla
12.	Revision with solving competitive exam papers	3	Department of English
13.	Valedictory, exam & Feedback	1	Department of English

#### **Target Participants:**

The course will be open for all the students across the faculties. The batches will be created of 40 students. To cater specific needs of an individual student, a ratio of mentor and mentee will be observed. To exercise once personal rights and institutional timetable, time and venue may change time to time. Considering the need and urge to learn the English language and grammar in present scenario, students from all faculties can join the course. Students pursuing their degree course from aided and non-aided sections can enrol in this course. This course specifically caters to the needs of competitive examination aspirants so this course is open for them.

#### **Budget:**

Sr. No.	Particulars	Credit	Debit
1.	Fees (500/- per student)	20000	-
2.	Remuneration to faculties  (excluding Dr. Mahavir Sankla and  Dr. Archana Pandit)	-	12000
3.	Printing	-	2000
4.	Miscellaneous	-	2000
5.	To Management	-	4000
6.	Total	20000	20000

**Dr. Archana Pandit** 

Dr. Sankla Mahavir R.

(Co-ordinator)

(HoD, Department of English)

### **Department of English**

## A Certificate Course In English Grammar For Competitive Examination Aspirants

## March (2021-22)

#### **SCHEDULE:**

Sr.No	Time	Date	Name Of the Topic	No. of	Faculty
				session	
				s	
1.	8.30am-	10/3/22	Parts of speech	1	Ms. Sudarshana
	9.30am				Mahadik
2.	8.30am-	11/3/22	Parts of speech	1	Ms. Sudarshana
	9.30am				Mahadik
3.	8.30am-	12/3/22	Subject-verb	1	Dr. Archana Pandit
	9.30am		Agreement		
4.	8.30am-	14/3/22	Tenses	1	Ms. Sudarshana
	9.30am				Mahadik
5.	8.30am-	15/3/22	Tenses	1	Ms. Sudarshana
	9.30am				Mahadik

6.	8.30am-	16/3/22	Tenses	1	Ms. Sudarshana
	9.30am				Mahadik
7.	8.30am-	17/3/22	Tenses	1	Ms. Sudarshana
	9.30am				Mahadik
8.	8.30am-	18/3/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
9.	8.30am-	19/3/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
10.	8.30am-	21/3/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
11.	8.30am-	22/3/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
12.	8.30am-	23/3/22	Modals	1	Dr. Archana Pandit
	9.30am				
13.	8.30am-	24/3/22	Reported Speech	1	Mr. Siddarth Kale
	9.30am				
14.	8.30am-	25/3/22	Reported Speech	1	Mr. Siddarth Kale
	9.30am				

15.	8.30am-	26/3/22	Reported Speech	1	Mr. Siddarth Kale
	9.30am				
16.	8.30am-	28/3/22	Reported Speech	1	Mr. Siddarth Kale
	9.30am				
17.	8.30am-	29/3/22	Punctuation	1	Mr. Ganesh Pawar
	9.30am				
18.	8.30am-	30/3/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
19.	8.30am-	31/3/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
20.	8.30am-	1/4/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
21.	8.30am-	2/4/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
22.	8.30am-	4/4/22	Question tag	1	Dr. Mahavir Sankla
	9.30am				
23.	8.30am-	5/4/22	Articles	1	Mr. Siddarth Kale
	9.30am				

24.	8.30am-	6/4/22	Articles	1	Mr. Siddarth Kale
	9.30am				
25.	8.30am-	7/4/22	Degrees of	1	Dr. Mahavir Sankla
	9.30am		comparison		
26.	8.30am-	8/4/22	Practice session on	1	Mr. Ganesh Pawar
	9.30am		Degrees of		
			comparison		
27.			Revision with solving	3	Department of
			competitive exam		English
			papers		
28.			Valedictory, exam &	1	Department of
			Feedback		English

This is tentative schedule to be followed. Change in date and time is subject to change for the sake of convenience.

A.P. Pand

Guf.

Dr. Archana Pandit

Dr. Mahavir Sankla

(Coordinator)

(Head, Dept. of English)

# PGK MANDAL'S HARIBHAI V. DESAI COLLEGE, PUNE DEPARTMENT OF ENGLISH

## "A CERTIFICATE COURSE IN ENGLISH GRAMMAR FOR COMPETITIVE EXAMINATION ASPIRANTS"

# RECORD OF THE GRAMMAR COURSE BATCH-1 MARCH-APRIL (2022)

# Index

Sr.No.	Content Of The Grammar Class
1.	Proposal And Syllabus
2.	Notice
3.	Students List With Phone Number And Class
4.	Notes
5.	Exam Result And Attendance
6.	Certificate And Feedback Form
7.	Fees Submission Letter
8.	Statement of Account
9.	Report

# Poona Gujarati Kelwani Mandal's Haribhai V. Desai College, Pune-02 Department of English

# A Certificate Course in English Grammar for Competitive Examination Aspirants

#### Introduction:

Grammar is the structural foundation of our ability to express ourselves clearly and concisely. Grammar is not just about avoiding mistakes but also about creation of apt content in assigned time. Knowledge of grammar is fundamental for effective communication (oral and written). In addition to this grammar is the key for success in competitive examination. Although the methods of studying grammar have changed dramatically in recent times, the reasons for studying grammar have remained essentially the same. This course aims to equip students and aspirants of Competitive Examination with grammatical skills to enable them to construct grammatically correct creative content which will enhance their opportunities to clear competitive exams and provide them various employment opportunities.

#### Objectives:

- To build an elementary understanding of form, meaning of the English language in students and make them efficient to understandhow to use grammar in various discourses.
- To make students comfortable with grammar rules of English language and enhance their interest in the same.

- The specific course will help students to comprehend, recognize, identify and constructvarious types of sentences.
- To enhance students' ability to construct grammatically correct sentences which will help them to solve grammar exercises in competitive examination ultimately leading to their success in clearance of exam.
- To earn 3 non CGPA credits for students of all the faculties.

Duration: 30 online / offline lectures excluding exam and feedback.

#### SCHEDULE:

Sr.No.	Date	Name Of the Topic	No. of sessions	Faculty
1.		Parts of speech	2	Ms. Sudarshana Mahadik
2.	Subject-verb Agreement		1	Dr. Archana Pandit
3.	3. Tenses		4	Ms. Sudarshana Mahadik
4.	Active and Passive voice		4	Mr. Siddarth Kale
5.	5. Modals		1	Dr. Archana Pandit
6.	S. Reported Speech		4	Mr. Siddarth Kale
7.		Punctuation	1	Mr. Prashant Ingole
8.	8. Types of sentences		4	Mr. Prashant Ingole
9.		Question tag	1	Dr. Mahavir Sankla
10	10. Articles		2	Mr. Siddarth Kale
11	11. Degrees of comparison		2	Dr. Mahavir Sankla
12	12. Revision with solving competitive exam papers		3	Department of English
13	3.	Valedictory, exam & Feedback	1	Department of English

# Target Participants:

The course will be open forall the students across the faculties. The batches will be created of 40 students. To cater specific needs of an individual student, a ratio of mentor and mentee will be observed. To exercise once personal rights and institutional timetable, time and venue may change time to time. Considering the need and urge to learnthe English languageand grammar in present scenario, students from all faculties can join the course. Students pursuing their degree course from aided and non-aided sections can enrol in this course. This course specifically caters to the needs of competitive examination aspirants so this course is open for them.

#### Budget:

Sr. No.	Particulars	Credit	Debit
1.	Fees (500/- per student)	20000	-
2.	Remuneration to faculties  (excluding Dr. Mahavir  Sanklaand Dr. Archana Pandit)		12000
3.	Printing	-	2000
4.	Miscellaneous		2000
5.	To Management	-	4000
6.	Total	20000	20000

Arrandit
Dr. Archana Pandit

Dr. Mahavir Sankla

Dr. Ganesh Raut

Co-ordinator

HoD (English)

Principal

# Syllabus Of The Course:

Sr. No.	Name Of the Topic	No. of sessions	Faculty
1.	Parts of speech	2	Ms. Sudarshana Mahadik
2.	Subject-verb Agreement	1	Dr. Archana Pandit
3.	Tenses	4	Ms. Sudarshana Mahadik
4.	Active and Passive voice	4	Mr. Siddarth Kale
5.	Modals	1	Dr. Archana Pandit
6.	Reported Speech	4	Mr. Siddarth Kale
7.	Punctuation	1	Mr. Prashant Ingole
8.	Types of sentences	4	Mr. Prashant Ingole
9.	Question tag	1	Dr. Mahavir Sankla
10.	Articles	2	Mr. Siddarth Kale
11.	Degrees of comparison	2	Dr. Mahavir Sankla
12.	Revision with solving competitive exam papers	3	Department of English
13.	Valedictory, exam & Feedback	1	Department of English

Name of the student	Class (For ex	. FYBA /F Division	Mobile Number
DISHA HEMAL PAREI	⁴TYBA	Α	9922993669
YASHRAJ BORKAR	TYBA	В	7771874764
Siddhi Tendulakar	TYBA	Α	7262079900
Mudita Suresh Rokade	T. Y. B. A.	Α	9130326276
Chandani shashikant ja	SYBA	Α	2547
Dabhade Pooja Dhava	FYBA	Α	9529960187
Samruddhi Sanjeev G	TYBA	В	9325804475
Marmit manohar pawa		Α	8805094016
Manasi Manik More	SYBA	Α	8669212515
Shraddha somnath kur	1SYBA	Α	7756824184
Prajakta Sonawane	TYBA	Α	8668561660
Prerana mahendra bol		A	8055616128
Ashutosh Baban Padw		A	9370516656
Sneha Ram Madchetti		A	9823539656
Netra Uttam sathe	FYBA	A	9168796377
Somnath Shankar Kan		В	7385858484
Chaitanya Chaugaonk		A	7030706571
Kamble Nikita Sanjay	-	A	7038568844
-axmi bharat Oswal	SYBA	A	7058419849
Sahil Ravindra Dhande	· · · · · ·	В	8830904788
Payal Digambar somo		A	8975811716
Adette Vakharia patul hakimuddin indor	SYBA	A A	8766853589 9145535262
Kothari pratik Ajitlal	SYBA	A	9067216952
Akansha Santosh kum		A	7776916965
Nishad Sopan Gade	SYBA	Α	8080390697
Atish Dinesh Mate	SYBA	В	8308013698
Dhwani Pitroda	SYBA	A	9607728877
Advait Suresh Iyer Jadhav Prashant Tara	TYBA Tyra	B A	9518789703 7498986164
Vaishnavi Ramdas Ka		В	7030671419
Pratik salve	FYBA	Ā	7038681358
kadam Gajanan Madh	SYBA	а	7057498537
Pooja Balaji Vanshete		A	8805735022
Samarth Parane	SYBA	A	8055541777
Khushbu Hira Singh Vaibhavi Ganesh Ader	TY.B.A	A A	7820887992 8308864390
Mankar sakshi chandra		A	7522933121
Rajput Anjanadevi Um		A	9112255472
Shivraj Jintendra Ubal		В	9322367676

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## Feedback Form:

FULL NAME (Begin with Surname as it will print on Certificate)	CLASS	ROLL NUMBER	MOBILE NUMBER	Topic & content	Relevance of the topic	Overall organization of	f Management of the Se	Presentation by the Sp	eakers
Rokade Mudita Suresh	TYBA	2779	9130326276	EXCELLENT	Good	Good	Good	Good	
Mate Atish Dinesh	SYBA	2580	8308013698	EXCELLENT	Good	Excellent	Excellent	Excellent	
Gaikwad Samruddhi Sanjeev	TYBA-B	6123	9325804475	Good	Good	Good	Good	Good	
Shivraj Jitendra Ubale	TYBA B	6182	9322367676	EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Parane Samarth Shetappa	SYBA	2592	8055541777	EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Nikita Sanjay Kamble	Sy BA	2557	7038568844	Good	Good	Good	Good	Excellent	
Dhwani Hemant Pitroda	A	2600	9607728877	Good	Fair	Excellent	Good	Excellent	
lyer Advait Suresh	TYBA	6128	9518789703	EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Adep Vaibhavi Ganesh	TYBA	2701	8308864390	EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Singh Khushbu Hira	TYBA	2794	7820887992	Good	Good	Excellent	Good	Good	
DABHADE POOJA DHAVAJI	FYBA -A	2326		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Pooja Balaji Vanshete	SYBA	2627	8805735022	Good	Good	Good	Good	Excellent	
Batul hakimuddin indorewala	TYBA A	2728		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Vakharia Adette Dippak	S.Y.B.A	2625			Good	Fair	Good	Excellent	
Chaugaonkar Chaitanya Pradeep	TyBA	2713		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Akansha Santosh kumar Mondal	T. Y. B. A	2759		EXCELLENT	Good	Excellent	Excellent	Excellent	
Kothari Pratik Ajitlal	SYBA	2565		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Payal Digambar somose	SYBA	2616			Excellent	Good	Good	Excellent	
Kadu Vaishnavi Ramdas	TYBA	6135		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Dhande Sahil Ravindra	TYBA	6117		EXCELLENT	Good	Excellent	Good	Good	
Marmit Manohar Pawar	S.Y.B.A	2598		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Chabukswar Pradnya Rajendra	Fyba	2317	9834387530	EXCELLENT	Good	Good	Good	Good	
Sathe Netra Uttam.	FYBA	2413	9168796377	EXCELLENT	Excellent	Excellent	Excellent	Excellent	
PAREKH DISHA HEMAL	TYBA DIVA	2767	9922993669	EXCELLENT	Excellent	Good	Excellent	Good	
BORKAR YASHRAJ DEVENDRA	TYBADIVB	6110		EXCELLENT	Good	Good	Good	Excellent	
Nishad Gade	SYBA	2526		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Kumbhar shraddha somnath	Syba	2566			Good	Excellent	Good	Good	
Chandani Jadiye	SYBA	2547		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Prajakta Sonawane	TYBA	2795		EXCELLENT	Good	Excellent	Excellent	Excellent	
Oswal laxmi Bharat	SYBA	2587		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
SONAWANE ABOLI MANISH	SYBA	2618			Good	Excellent	Good	Excellent	ļ
Tendulkar Siddhi Abhijit	TYBA	2796		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Kajal Ramchandra Gupta	A	2540			Excellent	Excellent	Good	Good	ļ
Kanaskar Somnath Shankar	T.Y.B.A	6138		EXCELLENT	Excellent	Excellent	Good	Excellent	ļ
Bobade prerana mahendra	TYBA	2710		EXCELLENT	Excellent	Excellent	Excellent	Excellent	
Jadhav Prashant Tarachand	TYBA	2733			Good	Excellent	Good	Fair	
More Manasi Manik	SYBA	2583		EXCELLENT	Good	Excellent	Good	Excellent	<b> </b>
Salve pratik Suresh	Fy ba	2411	7038681358		Good	Excellent	Good	Good	
Madchetti Sneha Ram	T.Y.B.A	2751	9823539656	G000	Good	Excellent	Excellent	Excellent	

To

The Principal,

Haribhai V. Desai College,

Pune -02.

Subject: Credit of fees Rs.20, 000/-

Respected Sir,

Department of English is conducting 'A certificate Course in English

Grammar' from 10th March to 10th April 2022. This is first batch of forty

students. 500/- rupees fees are collected by every student. Therefore, I am

submitting herewith Rs.20, 000/-(in cash). Enclosing here with students' list

enrolled for the course, please generate fee receipts for the same. Kindly grant the

permission to the expenditure incurred for the course.

Recieved Rs. 20,000/-

Thanking you in anticipation.

Dr. Mahavir Sankla

Head, Dept. of English



### RIBHAI. V. DESAI COLLEGE OF ARTS, SCIENCE & COMMERCE, PUNE.

#### **Short-Term Course Assessment Methodology.**

1.	COURSE INFORMATION	
	Name of the Course:	'Certificate course in English
		Grammar for Competitive Examination Aspirants'
	Duration of the course:	30 Hours
	Dates of Conduct of course	10 <sup>th</sup> March 2022- 10 <sup>th</sup> April 2022
	(from – to)	
	Name of Department:	Department of English
	Course Coordinator	Dr. A. P. Pandit
2.	OBJECTIVES OF COURSE: ( 2 TO 3)	<ul> <li>To make students comfortable with grammar rules of English language and</li> </ul>
		enhance their interest in the same.
		The specific course will help students to
		comprehend, recognize, identify and
		construct various types of sentences.
		<ul> <li>To earn 3 non CGPA credits for students</li> </ul>
		of all the faculties.
3.	OBJECTIVES OF	To assess the overall effectiveness of the
	EVALUATION:	course.
		To assess the skill/ values/ knowledge
		component understood by the students.
		To evaluate the relevance of the course
<u> </u>		understood by the student.
4.	ASSESSMENT METHODOLOGY	
	Initial assessment method	Regular Assessment in the Class
	Date of final Assessment of	10 <sup>th</sup> April, 2022
	the course:	10 πρπ, 2022
	Total Time for examination	50 Minutes
	Total marks:	30
	Total number of questions	Objective: 30 Questions
	with weightage '	Subjective: Nil
		Practical/ hands-on: Nil
	Passing marks	12
	Rating scale (for grades)	NA
	Date of declaration of result:	10 <sup>th</sup> April 2022

Dr Archana Pandit

Vice Principal
Innovative Practices

Dr. Mahavir Sankla

HoD

Dept. of English

Poona Gujarati Kelwani Mandal's

Haribhai V. Desai College, Pune

Department of English

Activity Report

Department of English

This report provides brief summary of the grammar course entitled "A Certificate Course in English Grammar for Competitive Examination Aspirants" by the department of English. The course was run from 10th March to 31st April. There were 40 students who have enrolled for the course. It was 30 hours course including exam. The motive of the class was to prepare students for competitive exam. To make students comfortable with grammar rules of English language and enhance their interest in the same. All students participated in the course very enthusiastically and completed it successfully. The course was conducted both in online and offline mode so that it will be available for all the students easily. There were four faculties including our head department of English Dr. Mahavir Sankla. He has been very supportive throughout the course. We provided them printed notes so that it will be easy for the students to understand the entire syllabus easily. At the end of the course we have conducted exam to check their comprehension. At last we have concluded the course by giving certificates to all the students.

Gal.

Dr. Mahavir Sankla

Head, Department of English





# HARIBHAI V. DESAI COLLEGE, PUNE

(Arts, Science & Commerce)

Department of English

# **CERTIFICATE**

This is to certify that Mr./Ms. Pooja D. Dabhade

has successfully completed a thirty hours academic program (Online / Offline mode) entitled "A Certificate Course in English Grammar for Competitive Examination Aspirants" conducted by Department of English. April 2022

> Dr. Sankla Mahavir Head (Dept. of English)

Dr. Pandit Archana
Vice-Principal
(Innovative Practices)

Dr. Raut Ganesh Principal

# Poona Gujarati Kelwani Mandal's Haribhai V. Desai College, Pune Department of English

## **Notice**

Department of English is organizing second batch of 'A Certificate course in English Grammar for Competitive Examination Aspirants' from 1<sup>st</sup> May 2022 – 2<sup>nd</sup> June 2022. Course will be of 30 hours. Interested students should register their names for the same. Google form for registration will be provided to interested students. Students should pay fees Rs. 500/- in the department of English. Their admission will be confirmed after the payment. Attendance is compulsory for all the lectures. Certificate will be issued after successful completion of the course as well qualifying the exam conducted at the end of the course and submission of feedback form. Students across all the faculties will earn 3 non CGPA credits though this course.

Or. Sanda Orpt. & English)
(Reads Dept. &

# **Department of English**

## **Time Table English Grammar Class**

(Batch-2)

## May 2022

## **Schedule:**

Sr.No.	Time	Date	Name Of the Topic	No. of	Faculty
				sessions	
1.	8.30am-	2/5/22	Parts of speech	1	Ms. Sudarshana Mahadik
	9.30am				
2.	8.30am-	4/5/22	Parts of speech	1	Ms. Sudarshana Mahadik
	9.30am				
3.	8.30am-	5/5/22	Subject-verb	1	Dr. Archana Pandit
	9.30am		Agreement		
4.	8.30am-	6/5/22	Tenses	1	Ms. Sudarshana Mahadik
	9.30am				
5.	8.30am-	7/5/22	Tenses	1	Ms. Sudarshana Mahadik
	9.30am				

6.	8.30am-	9/5/22	Tenses	1	Ms. Sudarshana Mahadik
	9.30am				
7.	8.30am-	10/5/22	Tenses	1	Ms. Sudarshana Mahadik
	9.30am				
8.	8.30am-	11/5/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
9.	8.30am-	12/5/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
10.	8.30am-	13/5/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
11.	8.30am-	14/5/22	Active and Passive	1	Mr. Siddarth Kale
	9.30am		voice		
12.	8.30am-	17/5/22	Modals	1	Dr. Archana Pandit
	9.30am				
13.	8.30am-	18/5/22	Reported Speech	1	Mr. Siddarth Kale
	9.30am				
14.	8.30am-	19/5/22	Reported Speech	1	Mr. Siddarth Kale
	9.30am				
15.	8.30am-	20/5/22	Reported Speech	1	Mr. Siddarth Kale

	9.30am				
16.	8.30am-	21/5/22	Reported Speech	1	Mr. Siddarth Kale
	9.30am				
17.	8.30am-	23/5/22	Punctuation	1	Mr. Ganesh Pawar
	9.30am				
18.	8.30am-	24/5/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
19.	8.30am-	25/5/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
20.	8.30am-	26/5/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
21.	8.30am-	27/5/22	Types of sentences	1	Mr. Ganesh Pawar
	9.30am				
22.	8.30am-	28/5/22	Question tag	1	Mr. Ganesh Pawar
	9.30am				
23.	8.30am-	30/5/22	Articles	1	Mr. Siddarth Kale
	9.30am				
24.	8.30am-	31/5/22	Articles	1	Mr. Siddarth Kale
	9.30am				

25.	8.30am-	1/6/22	Degrees of	1	Dr. Mahavir Sankla
	9.30am		comparison		
26.	8.30am-	2/6/22	Practice session on	1	Dr. Mahavir Sankla
	9.30am		Degrees of		
			comparison		
27.			Revision with	3	Department of English
			solving competitive		
			exam papers		
28.			Valedictory, exam &	1	Department of English
			Feedback		

This is tentative schedule to be followed. Change in date and time is subject to change for the sake of convenience.

Poona Gujarati Kelwani Mandal's Haribhai V. Desai College, Pune-02 Department of English

# A Certificate Course in English Grammar for Competitive Examination Aspirants

#### Introduction:

Grammar is the structural foundation of our ability to express ourselves clearly and concisely. Grammar is not just about avoiding mistakes but also about creation of apt content in assigned time. Knowledge of grammar is fundamental for effective communication (oral and written). In addition to this grammar is the key for success in competitive examination. Although the methods of studying grammar have changed dramatically in recent times, the reasons for studying grammar have remained essentially the same. This course aims to equip students and aspirants of Competitive Examination with grammatical skills to enable them to construct grammatically correct creative content which will enhance their opportunities to clear competitive exams and provide them various employment opportunities.

#### **Objectives:**

- To build an elementary understanding form, meaning of the English language in students and make them efficient to understandhow to use grammar in various discourses.
- To make students comfortable with grammar rules of English language and enhance their interest in the same.
- The specific course will help students to comprehend, recognize, identify and constructvarious types of sentences.
- To enhance students' ability to construct grammatically correct sentences which will help them to solve grammar exercises in competitive examination ultimately leading to their success in clearance of exam.
- To earn 3 non CGPA credits for students of all the faculties.

#### SCHEDULE:

Course will be conducted for 30 online / offline lectures excluding exam and feedback.

Sr.No.	Date	Name Of the Topic	No.	of	Faculty
			sessio	ns	
1.		Parts of speech	2		Ms. SudarshanaMahadik
2.		Subject-verb Agreement	1		Dr. Archana Pandit
3.		Tenses	4		Ms. SudarshanaMahadik
4.		Active and Passive voice	4		Mr. Siddarth Kale
5.		Modals	1		Dr. Archana Pandit

6.	Reported Speech	4	Mr. Siddarth Kale
7.	Punctuation	1	Mr. Prashant Ingole
8.	Types of sentences	4	Mr. Prashant Ingole
9.	Question tag	1	Dr. Mahavir Sankla
10.	Articles	2	Mr. Siddarth Kale
11.	Degrees of comparison	2	Dr. Mahavir Sankla
12.	Revision with solving competitive exam papers	3	Department of English
13.	Valedictory, exam & Feedback	1	Department of English

#### **Target Participants:**

The course will be open forall the students across the faculties. The batches will be created of 40 students. To cater specific needs of an individual student, a ratio of mentor and mentee will be observed. To exercise once personal rights and institutional timetable, time and venue may change time to time. Considering the need and urge to learnthe English languageand grammar in present scenario, students from all faculties can join the course. Students pursuing their degree course from aided and non-aided sections can enrol in this course. This course specifically caters to the needs of competitive examination aspirants so this course is open for them.

#### **Budget:**

Sr. No.	Particulars	Credit	Debit
1.	Fees (500/- per student)	20000	-
2.	Remuneration to faculties  (excluding Dr. Mahavir Sanklaand  Dr. Archana Pandit)	-	12000
3.	Printing	-	2000
4.	Miscellaneous	-	2000
5.	To Management	-	4000
6.	Total	20000	20000

Dr. Archana Pandit

Dr.Sankla Mahavir R.

(Co-ordinator)

(HoD, Department of English)

# Poona Gujarati Kelwani Mandal's Haribhai V. Desai College, Pune-02 Department of English

# A Certificate Course in English Grammar for Competitive Examination Aspirants (Batch-2)

To,
The Principal
Haribhai V. Desai College, Pune-002
Dear Sir,
Subject: Statement Of Account (Batch-2)

Department of English is glad to announce that we have successfully conducted a thirty hours online cum offline certificate course entitled 'A Certificate Course in English Grammar for Competitive Examination Aspirants' from 1st May to 15 July including revision sessions and examination. There are 44 students who have enrolled for the course. Fees for the course was Rs. 500/-per student. We have collected the total amount RS.22,000/- and I am hereby submitting the same amount in the office today. We are enclosing here with remuneration sheet and statement of account.

Thanking you.

Dr. Mahavir Sankla

(Head, Dept. of English)

Received 27000/-in cash

	T and and	Class	Students sign
Sr.No	Name of the Student	FYBA	Bayes
	Anushka Bayas Parth Potdar	SYBA	Porth
2	Vaishnavi Salve	SYBA	Salve.
3	Shivprasad Jadhav	ТҮВА	5
5	Vishal Payghan	FYBA	Visha)
6	Aboli Sonawane	SYBA	(AD)
7	Vaishnavi Jadhav	ТҮВА	organ
8	Bharti Bandebuche	TYBA	Bhart
9	Vaishnavi Govardhan	SYBA	ViG
10	Mohit Yadav	SYBA	Maden.
11	Sangita Yamkar	ТҮВА	Farnkar.
12	Vitthal Jorkar	SYBA	VJorket
13	Bhartl Ubale	SYBA	Buble
14	Aniket Sahani	ТҮВА	Anivet
15	Dijeet Riyat	ТҮВА	Riyat
16	Arjun Kamble	SYBA	AK.
17	Shashank Sharma	FYBCOM	as ·
18	Akshay Tayade	TYBA	<b>5</b> .7'
19	Manish Jumde	TYBA	Skoh
20	Sakshi Kamble	FYBA	85 SW
21	Abhijeet Patil	FYBA	A Conti
22	Omkar Sukala	FYBA	omean
23	Jhanvi Nimbarte	TYBA	
24	Rutuja Alhat	TYBA	Robert
25	Rupesh Patole	SYBA	Readule
26	Vishal Gawhane	SYBA	ViG
27	Vyankatesh Kamble	TYBA	syk.
28	Vaishnavi pashte	SYBA	Painte
. 29	Swapnil Pande	TYBA	Sichpul
30	Vikram Rakhe	TYBA	V.R
31	Rutuja Patil	TYBA	Zabu
32	Isha Agarwal	TYBA	TA
33	Sanjivani Salunke	SYBA	0
34	Sandesh Kamble	TYBA	9K
35	Siddhi Dighe	ТҮВА	Fighe
36	Amruta Telang	TYBA	Amuenta
37	Ganesh Salunkhe	ТҮВА	Ganlan
38	Sourabh Patil	ТҮВА	Andil
		ТУВА	VII.
39	Vaishnavi Ujjainkar	ТУВА	what
40	Nihal Thigle	Market Control of the	Santel.
41	Shrirang Jagtap	TYBA	Auskus
42	Shubham Shingre	ТУВА	3
43	Jostna Bondge	TYBA	1,45

# A Certificate Course in English Grammar for Competitive Examination Aspirants Batch 2

Sr.No	Name of the Student	615/22	7/5/22	10/5/22	11/5/22	12/1/22	1315/22	Luidas	1-1-1-			
1	Anushka Bayas	Bayes	Bayes	Bayer	Bayas	A	Bayes	1415/22 Bayes	17/5/22	18/5/22	1915/22	20/1/21
2	Parth Potdar	Parth	Parth	Parth	107	0.4	-	1	Bayers	Bayers	A	Bayes
3	Vaishnavi Salve	Sque	Salve	Salve		Puster	Parth	Pasth	Parth	Parth	Pasth	Parth
4	Shivprasad Jadhav	3	3	3	Salve	Salve	salve	salve	Salve	Salve	salve	A
5	Vishal Payghan	Vishal	vishal	vishal	A	vishal	3	- Color	3	H	3	3
6	Aboli Sonawane	B	A	(AD)	(AS)		Vishal	vishal	Vishal	Vishal	A	Vishel
7	Vaishnavi Jadhav	VIIIav	A	Jugar	JUAU	(A)	villan	The state of the s	A	(As)	(45)	(A)
8	Bharti Bandebuche	Bharti	Bharri	Bharti	- Bharri	Bhars'	Bharti_	Tryan	H H	May	Myssel	allan,
9	Vaishnavi Govardhan	V-a_	49	VG	V.G	V-4	-	7	Bhart	A	Bhart	A
10	Mohit Yadav	Wadlew	Madav	Madar	Wadav	A	Madar	Nadbar.	V.G	V-G	V. G	A
11	Sangita Yamkar	Famker	Samoor	A	Samkar	Bambar	A	Samear	Madar Sankar	Madaav.	Madar	Madar.
12	Vitthal Jorkar	VJoher	Vorez	Borea	-	A	A	Sorece	Variet	Bamkar	H	Sombur
13	Bhartl Ubale	Buble	Buble	A	Bubie	A	Buble	Buble	7	Buble	Buble	
14	Aniket Sahani	Antker	A	Anixet	Amiren -	Anret	A	Aniket	A	Aniket	Anket	Buble
15	Dijeet Riyat	Riyat	Riyat	Riyat	A	Rivat	A	Rival	Riyat	Riyat	À	Riyat
16	Arjun Kamble	AK.	A	AL.	AK	AK	N.	A	DIK.	AK	AK	Act
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# A Certificate Course in English Grammar for Competitive Examination Aspirants Batch 2

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	5 Vishal Payghan	Vishal	B	(A)	(35)	A	(A)	(4)	villan		
	6 Aboli Sonawane	<b>A</b>	May	villau	Filar	Migal	A	stilar	Bham		
	7 Vaishnavi Jadhav	Bharti,	A	Bharn	Bharsi'	Bharti	Bharri	Bharti	V.9.		
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1	9 Vaishnavi Govardhan	Mader	Wadav	Wadav	Wadav	A	Madar	Madav	Sankar		
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26	Vishal Gawhane	AIDM	NG K	ViG	1 syk	Syk	Voyk	North.	Noyk)			
27	Vyankatesh Kamble	Pashle	Pashle	Pashle	Pashle	Pank	Pashte	Pashle	Pash Le.			
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38	Sourabh Patil	TVV	70	, VI	11.0	1 4.4	Niha	1	el Nitral	(1		
39	Vaishnavi Ujjainkar Nihal Thigle	Niha	Niha	Niha	y Nihay	Sogta	up sometime	of Sugtal				
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43	Jostna Bondge	1	13)		3	)						

## A Certificate Course in English Grammar for Competitive Examination Aspirants Batch 2

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Sr.No	Name of the Student	01/6/22	2/6/22	316/22	416/22	5/6/22	7/6/22			
1	Anushka Bayas	Bayes	Bayes	Boyer	Bayer	Bayer	Bayon.			
2	Parth Potdar	Parote	Karth	Past	Passel	Parth	Part			
3	Vaishnavi Salve	Salve	Salve	Salle.	Salve	Salve	sulve			
4	Shivprasad Jadhav	3	5	3	3	3	3			
5	Vishal Payghan	Vishal	Vishal	Vishal	vishal	Vishal	Vishal			
6	Aboli Sonawane		(8)	8	8	(8)	(AS)			
7	Vaishnavi Jadhav	villen	men	A	Hyau	allow.	Hilan			
8	Bharti Bandebuche	Bharti	Bhart	Bharti	Bharr	Bhark	Bham			
9	Vaishnavi Govardhan	V.G	V-9	V.G.	1.0	V-9	Y.G			
10	Mohit Yadav	Madlew	Madav	Wadar	Wadlan	Waday	Madal.			and the second s
11	Sangita Yamkar	\$amkur	Sunkar	A	Santar	Familiar	The same of the sa	-		
12	Vitthal Jorkar	VIorkans	Varkats	Jones		VJorker				
13	Bhartl Ubale	Buble	A	Buble			Buble			
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15	Dijeet Riyat	Rivat	Riyat	Riyat	Riyat	Riyat	- Riyat.	-		
16	Arjun Kamble	AK	AK	AK	AK	AK	H			
17	Shashank Sharma	90.	63.	89	93.	500	\$			Date for the Service of the Service
18	Akshay Tayade	AT.	XX.	1 100	A.T.	AT	. 4.			Philosophysia and the company of the
19	Manish Jumde	V8	M	A.	-AF	A	THE STATE OF THE S			
20	Sakshi Kamble	Skon	stest'	Score	- Stable	H	Skoli			
21	Abhijeet Patil	Apali	Apali)	Apatil	Apati	FL	Apadi)			
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25	Rupesh Patole	R. Partole	R. Partole	3/6/2 4/6/ R.Rubole A		Rifaxole 1x	Rifatele V.G						
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30	Vikram Rakhe	V.P	V.18	V ,	7	Putu	Putu						
31	Rutuja Patil	Butu	Puta	Putu F	1	1d	Z4	-					
32	Isha Agarwal	JA	ZA	IA JA	A	19	139	(					
33	Sanjivani Salunke	2	0	9	A		15.K				44.00		
34	Sandesh Kamble	9.K	5.K	A 3	5. 14	S.K	1 3.h		1				
35	Siddhi Dighe	1 ighe	Fighe	- Dight	A	Dight	Control of the last of the las	+					
36	Amruta Telang	Donne	A	Amonuta	A	Amouto	Garel					-	
37	Ganesh Salunkhe	Ganesh	Cours	- Ganet Co	paner	1		_					
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## Haribhai V. Desai College, Pune

## Department of English

#### Report

### **English Grammar Class**

(Batch-2)

22nd July, 2022

This report provides brief summary of the grammar course entitled "A Certificate Course in English Grammar for Competitive Examination Aspirants" by the department of English. The course was run from 06<sup>th</sup> May to 07<sup>th</sup> June, 2022. There were 40 students who have enrolled for the course. It was 30 hours course including exam. The motive of the class was to prepare students for competitive exam. To make students comfortable with grammar rules of English language and enhance their interest in the same. All students participated in the course very enthusiastically and completed it successfully. The course was conducted both in online and offline mode so that it will be available for all the students easily. There were four faculties including our head department of English Dr. Mahavir Sankla. He has been very supportive throughout the course. We provided them printed notes so that it will be easy for the students to understand the entire syllabus easily. At the end of the course we have conducted exam to check their comprehension. At last we have concluded the course by giving certificates to all the students.

Dr. Sankla Mahavir R.

(Head-Department of English)











The Poona Gujarati Kelwani Mandal's

# HARIBHAI V. DESAI COLLEGE, PUNE

(Arts, Science & Commerce)

Department of English

# CERTIFICATE

This is to certify that Mr./Ms. Akshay Vinayakraco Tayade.

has successfully completed a thirty hours academic program (Online / Offline mode) entitled "A Certificate Course in English Grammar for Competitive Examination Aspirants" conducted by Department of English. April 2022

( who

Dr. Sankla Mahavir Head (Dept. of English)

A.P. Pandit. StW4

Dr. Pandit Archana Vice-Principal (Innovative Practices)

Dr. Raut Ganesh Principal



#### RIBHAI. V. DESAI COLLEGE OF ARTS, SCIENCE & COMMERCE, PUNE.

#### **Short-Term Course Assessment Methodology.**

Name of the Course:  Certificate course in English Grammar for Competitive Examination Aspirants' Batch-2  Duration of the course:  Oates of Conduct of course (from – to) Name of Department: Course Coordinator  Department of English Course Coordinator  Dr. A. P. Pandit  To make students comfortable with grammar rules of English language and enhance their interest in the same.  The specific course will help students to comprehend, recognize, identify and construct various types of sentences.  To earn 3 non CGPA credits for students of all the faculties.  3. OBJECTIVES OF EVALUATION:  To assess the overall effectiveness of the course.  To assess the skill/ values/ knowledge component understood by the students.  To evaluate the relevance of the course understood by the student.  4. ASSESSMENT METHODOLOGY Initial assessment method Date of final Assessment of the course: Total Time for examination Total marks: 30  Total number of questions with weightage with weightage Passing marks 12  Rating scale (for grades)  NA	1.	COURSE INFORMATION	
Dates of Conduct of course (from – to)  Name of Department:  Course Coordinator  2. OBJECTIVES OF COURSE: (2 TO 3)  **OBJECTIVES OF COURSE: (2 TO 4)  **OBJECTIVES OF COURSE: (2 TO 5)  **OBJECTIVES OF COURSE: (2 TO 6)  **OBJECTIVE SOURCE: (2 TO 6)  **OBJECT		Name of the Course:	Grammar for Competitive Examination Aspirants'
Name of Department: Course Coordinator  Dr. A. P. Pandit  To make students comfortable with grammar rules of English language and enhance their interest in the same.  The specific course will help students to comprehend, recognize, identify and construct various types of sentences.  To earn 3 non CGPA credits for students of all the faculties.  Begular Assess the overall effectiveness of the course.  To assess the skill/ values/ knowledge component understood by the students.  To evaluate the relevance of the course understood by the student.  ASSESSMENT METHODOLOGY Initial assessment method Date of final Assessment of the course: Total Time for examination Total marks: To minutes  Total number of questions with weightage Subjective: 30 questions/ 100% Weightage Subjective: Nil Passing marks  Taking scale (for grades)  NA		Dates of Conduct of course	
grammar rules of English language and enhance their interest in the same.  The specific course will help students to comprehend, recognize, identify and construct various types of sentences.  To earn 3 non CGPA credits for students of all the faculties.  To assess the overall effectiveness of the course.  To assess the skill/ values/ knowledge component understood by the students.  To evaluate the relevance of the course understood by the student.  4. ASSESSMENT METHODOLOGY Initial assessment method Date of final Assessment of the course: Total Time for examination Total marks: Total number of questions with weightage With weightage  Passing marks  Testing scale (for grades)  Total number of questions with weightage Subjective: Nil Practical/ hands-on: Nil		Name of Department:	
EVALUATION:  course.  To assess the skill/ values/ knowledge component understood by the students.  To evaluate the relevance of the course understood by the student.  4. ASSESSMENT METHODOLOGY Initial assessment method Date of final Assessment of the course: Total Time for examination Total marks: Total number of questions with weightage with weightage  Passing marks Rating scale (for grades)  Course.  Regular Assessment in the Classroom  2nd June 2022  So minutes  50 minutes  50 minutes  Subjective: 30 questions/ 100% Weightage Subjective: Nil Practical/ hands-on: Nil	2.		<ul> <li>grammar rules of English language and enhance their interest in the same.</li> <li>The specific course will help students to comprehend, recognize, identify and construct various types of sentences.</li> <li>To earn 3 non CGPA credits for students</li> </ul>
Initial assessment method Date of final Assessment of the course:  Total Time for examination Total number of questions with weightage with weightage Passing marks  Total Regular Assessment in the Classroom  2nd June 2022  Sometime for examination of the course:  30  Objective: 30 questions/ 100% Weightage Subjective: Nil Practical/ hands-on: Nil  Passing marks 12  Rating scale (for grades)  NA	3.		<ul> <li>course.</li> <li>To assess the skill/ values/ knowledge component understood by the students.</li> <li>To evaluate the relevance of the course</li> </ul>
Date of final Assessment of the course:  Total Time for examination Total marks:  Total number of questions with weightage with weightage  Passing marks  Total number of questions Subjective: 30 questions/ 100% Weightage Subjective: Nil Practical/ hands-on: Nil  Rating scale (for grades)  NA	4.	METHODOLOGY	
Total marks: 30 Total number of questions Objective: 30 questions/ 100% Weightage with weightage Subjective: Nil Practical/ hands-on: Nil Passing marks 12 Rating scale (for grades) NA		Date of final Assessment of the course:	2 <sup>nd</sup> June 2022
with weightage Subjective: Nil Practical/ hands-on: Nil Passing marks 12 Rating scale (for grades) NA			
Rating scale (for grades) NA		Total number of questions	Objective: 30 questions/ 100% Weightage Subjective: Nil
Light of declaration of regult: 1.2 <sup>nd</sup> June 2022			

A.P. P.

Dr Archana Pandit Vice Principal Innovative Practices Dr. Mahavir Sankla HoD

Dept. of English