



**KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL**

**LANGUAGE & COMMUNICATION SKILLS**  
**2018-19**

Sreenath M  
Head of the English Department  
Kottakkal Farook Arts and Science College

1 January 2019

The Principal  
Kottakkal Farook Arts and Science College

Subject: Request for Permission to Conduct a Reading Competition Programme

Sir,

I hope this letter finds you in good health and high spirits. As the Head of the English Department, I am writing to seek your esteemed permission to conduct a Reading Competition Programme on behalf of our Language and Communication Skills Programme.

This event is planned to take place on the 4th of January, 2019, and aims to enhance the reading and comprehension abilities of our students. It will provide them with an excellent opportunity to engage with diverse literary works, thereby fostering a deeper appreciation for literature and improving their communication skills. We plan to organize the event in the Seminar Hall and ensure that all necessary arrangements are made to facilitate a smooth and successful competition.


We kindly request your approval and support for this initiative. Your encouragement and backing would greatly motivate our students and faculty alike.

Thank you for considering our request. We look forward to your positive response.

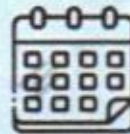
Yours sincerely,

Sreenath M  
Head of the English Department



  
**Prof. M. ABDUL AZEEZ**  
**PRINCIPAL**  
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
PARAPPUR P.O. - 676 503

# INTERDEPARTMENTAL READING COMPETITION



**4 January 2019**



**Seminar Hall**



**10 am**



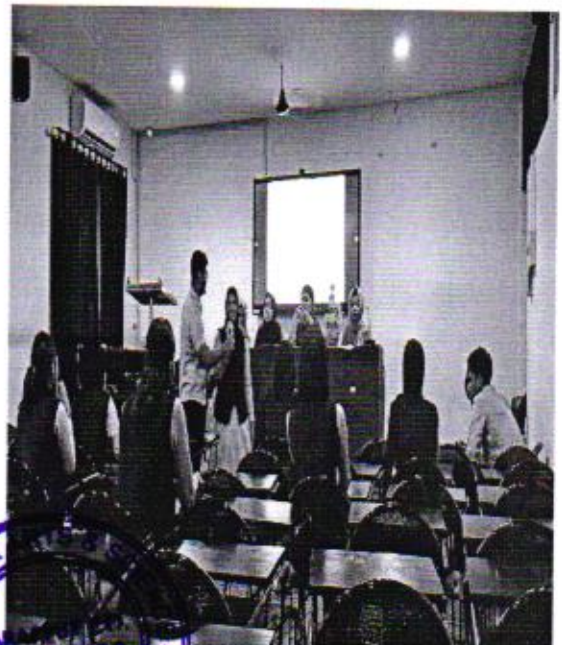
**DEPARTMENT OF ENGLISH**  
**KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE**

## Report on the Reading Competition Programme



The Department of English successfully conducted a Reading Competition Programme on the 4th of January, 2019, as part of our ongoing Language and Communication Skills Programme. The event took place in the semina hall and saw enthusiastic participation from students across various departments. The primary objectives of this programme were to enhance reading and comprehension skills among students, foster a deeper appreciation for literature, and improve overall communication abilities. A total of 50 students participated in the competition, showcasing their reading proficiency and interpretative skills through various literary pieces. The participants were judged based on their clarity, pronunciation, expression, and comprehension.

The panel of judges comprised esteemed faculty members from the English Department: Fathima Al Zahra, T K Faheema and Bindulatha KPC. The competition began at 10:00 AM with a welcome speech by the Head of the English Department, Mr. Sreenath M. He highlighted the importance of reading and communication skills in the academic and personal development of students. The event proceeded with individual readings by the participants, who had selected passages from a diverse range of literary genres, including classical novels, contemporary fiction, and poetry. The



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competition featured a diverse selection of readings, reflecting the wide-ranging interests and reading habits of the students. Many participants exhibited exceptional reading and interpretative skills, making it a tough competition for the judges. An interactive session followed, where judges provided feedback and tips to students for improving their reading skills.

The winners of the competition were: Fathima Simsiya ( II BA English) in first place, Shabeeba (II BA English) in second place, and Sara Narghese (I BA English) in third place. The winners were awarded certificates and prizes by the Principal, who praised the efforts of the students and the organizing committee. The event concluded with a vote of thanks delivered by Madhu K, expressing gratitude to the Principal, faculty members, participants, and the audience for their support and active participation. The Reading Competition Programme was a resounding success, achieving its objectives of enhancing reading and communication skills among students. It provided a platform for students to showcase their talents and engage with literature in a meaningful way. The Department of English looks forward to organizing more such events in the future to continue fostering a love for literature and effective communication skills.



A handwritten signature in green ink, appearing to read "M. Abdul Azeez".

**Prof. M. ABDUL AZEEZ**  
**PRINCIPAL**  
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PARAPPUR.P.O. - 676 503

Reading 2018-19

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KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE  
DEPARTMENT OF ENGLISH  
PROGRAMME PARTICIPANT LIST

SL No.	NAME	CLASS & SEMESTER	SIGNATURE
1	Fathima Sinsiya .N	IV Semester BA English	<u>Sinsiyaf</u>
2	Jinan .M	IV BA English	<u>Jinan.M</u>
3	Hilsha .A.K	IV BA English	<u>Hilsha</u>
4	Farsana	II BA English	<u>Farsafia</u>
5	Safa	II BA English	<u>Safa</u>
6	Anusha .C	II BA English	<u>Anusha</u>
7	Shirin Muhmmna E.V	IV BA English	<u>Shirin</u>
8	Afra .C.K	IV BA English	<u>Afra</u>
9	Shamla .T	II BA English	<u>Shamla</u>
10	Sharafina .T	IV BA English	<u>Sharafina</u>
11	Farhana Febin .P	IV BA English	<u>Farhana</u>
12	Sameena Jesni	IV BA English	<u>Sameena</u>
13	Fathima Jumana .P	IV BA English	<u>Jumana</u>
14	Hiba	IV BA English	<u>Hiba</u>
15	Shahma C.H	IV BA English	<u>Shahma</u>
16	Rameesa	IV BA English	<u>Rameesa</u>
17	Najiya	IV BA English	<u>Najiya</u>
18	Fathuma Shafly	IV BA English	<u>Shafly</u>
19	Hasna Shan	IV BA English	<u>Hasna</u>
20	Semeema	IV BA English	<u>Semeema</u>
21	Farhana .K	IV BA English	<u>Farhana</u>
22	NIMNA E.K	IV BA ENGLISH	<u>Nimna</u>
23	Anagha R. Marar .	II BA English	<u>Anagham</u>
24	Lubanaath	II BA English	<u>Lubanaath</u>
25	Shobika	II BA English	<u>Shobika</u>
26	Sneha .K.K	II BA English	<u>Sneha</u>
27	Jaseeka Jasmin	II BA English	<u>Jaseeka</u>
28	Prabitha .P	BA English	<u>Prabitha</u>



Prof. M. Abdul Azeez  
Principal  
Kottakkal Farook Arts & Science College  
P.O. Box No. 578 555

29	Fathma Rushna	II BA English	<del>Rushna</del>
30	Nidha	II BA English	<del>Nidha</del>
31	Sana Shadi	II BA English	<del>Sana</del>
32	Rehna - P	I BA English	<del>Rehna</del>
34	Ayisha Banu - V	V BA English	<del>Banu</del>
35	Fathima mimu. K T	VI BA English	<del>Mimu</del>
36	Fathima Shameema	1)	<del>Shameema</del>
37	Jusaina	"	<del>Jusaina</del>
38	Rafiya	"	<del>Rafiya</del>
39	Rinzy - P	"	<del>Rinzy</del>
40	Sakya Nassim	4	<del>Sakya</del>
41	Shamma	4	<del>Shamma</del>
42	K. Nazila	4	<del>Nazila</del>
43	Murshida K	4	<del>Murshida</del>
44	Muhsina KV	4	<del>Muhsina</del>
45	Nehla Haman	4	<del>Nehla</del>
46	Aneerha Thasni K	4	<del>Aneerha</del>
47	Aparna U	4	<del>Aparna</del>
48	Fousiya	4	<del>Fousiya</del>
49	Jishna	4	<del>Jishna</del>
50	Musheeda	4	<del>Musheeda</del>



CO-ORDINATOR  
  
**Prof. M. ABDUL AZEEZ**  
 PRINCIPAL  
 TATTAKKAL FAROOK ARTS & SCIENCE COLLEGE  
 PARAPPUR (P.O.) - 676 503

Sreenath M  
Head of the English Department  
Kottakkal Farook Arts and Science College

15.12.2018

The Principal  
Kottakkal Farook Arts and Science College

Subject: Request for Permission to Conduct a Seminar on Public Speaking Skills

Sir,

I am writing to seek your permission to conduct a seminar on the topic "Strategies for Improving Public Speaking Skills," organized by the Department of English as part of the Language and Communication Skills Programme.

We have invited Mr. Sangeeth from IKTM College, Cherukulamba, to deliver this lecture. Mr. Sangeeth is well-known for his expertise in communication skills and has conducted several successful seminars in the past.

The proposed date for the seminar is December 20, 2018. We believe that this seminar will greatly benefit our students by enhancing their public speaking abilities, which are crucial for their academic and professional growth.

We kindly request your approval to proceed with the arrangements for this seminar. We are confident that with your support, this event will be a great success.

Thank you for considering our request. We look forward to your positive response.

Yours sincerely,

Sreenath M  
Head of the English Department  
Kottakkal Farook Arts and Science College



  
**Prof. M. ABDUL AZEEZ**  
**PRINCIPAL**  
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**DEPARTMENT OF ENGLISH**  
**KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE**

**Seminar on**

**Strategies for Improving Public Speaking Skills**

AT 10 AM  
20 DECEMBER 2018  
SEMINAR HALL



**SPEAKER**

**SANGEETH M**  
**ASSISTANT PROFESSOR**  
**IKTM COLLEGE, CHERKULAMBA**



## SANGEETH M ASSISTANT PROFESSOR

Sangeeth M is an accomplished Assistant Professor in the Department of English at IKTM College, Cherukulamba. With a robust background in English language teaching and communication, Sangeeth brings a wealth of knowledge and expertise to the classroom.

Sangeeth is well-versed in contemporary teaching methodologies and is dedicated to enhancing students' linguistic and communicative competencies. His teaching approach is student-centered, focusing on interactive and engaging methods that foster a deeper understanding of the English language.

In addition to his teaching duties, Sangeeth actively participates in departmental activities and contributes to curriculum development. He is committed to continuous professional development and frequently attends workshops and seminars to stay abreast of the latest trends and research in the field of English language teaching.

### Areas of Expertise:

English Language Teaching (ELT)  
Communication Skills  
Curriculum Development  
Student-Centered Learning  
Interactive Teaching Methods



Prof. M. ABDUL AZEEZ  
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## Report on the Seminar: strategies for Improving Public Speaking Skills



The seminar was held on December 20, 2018, from 10:00 AM to 1:00 PM in the Seminar Hall. It was attended by students of the English department, eager to improve their public speaking skills. The event began with an inauguration, where the Head of the Department welcomed the participants and introduced the speaker, Mr. Sangeeth. The Principal delivered the inaugural speech, highlighting the importance of public speaking skills in today's academic and professional world.

Mr. Sangeeth conducted the seminar in two main sessions. In the first session, he discussed the importance of public speaking skills and the common challenges individuals face, along with strategies to overcome these challenges. The second session focused on practical strategies for effective public speaking, including preparation and organization, techniques for engaging the audience, and the use of visual aids and technology.

The seminar also featured an interactive session, where participants engaged in a Q&A with Mr. Sangeeth and participated in practical exercises and role-plays to apply what they had learned. The event concluded with a summary of the key points discussed, feedback from the participants, and a vote of thanks by the organizing committee. The seminar successfully enhanced participants' understanding of the importance of public speaking and provided them



with practical strategies to improve their skills. The students gained increased confidence in their ability to speak publicly, which is crucial for their academic and professional growth.

The seminar received positive feedback from both students and faculty. Participants appreciated Mr. Sangeeth's expertise and the interactive nature of the sessions. Many expressed a desire for more such seminars in the future.



A handwritten signature in green ink, appearing to read "Prof. M. Abdul Azeez".

Prof. M. ABDUL AZEEZ  
PRINCIPAL

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**KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE**  
**DEPARTMENT OF ENGLISH**  
**PROGRAMME PARTICIPANT LIST**

SL No.	NAME	CLASS & SEMESTER	SIGNATURE
1	Jinan. M	IV BA English	<u>Jinan</u>
2	Safa	IV BA English	<u>Safa</u>
3	Hiba	IV BA English	<u>Hiba</u>
4	Nimna EK	IV BA English	<u>Nimna</u>
5	Apra. C.K	IV BA English	<u>Apra</u>
6	Sameena Jesni	IV BA English	<u>Sameena</u>
7	Fathima Shafly	IV BA English	<u>Shafly</u>
8	Shamla T	II BA English	<u>Shamla</u>
7	Anusha C	II BA English	<u>Anusha</u>
10	Shahma CH	IV BA English	<u>Shahma</u>
4	Farhana Febon. P	IV BA English	<u>Febon</u>
2	Fathima Siniya. N	IV Semester BA English	<u>Siniya</u>
13	Hilsha. A.K	IV BA English	<u>Hilsha</u>
14	Farsana	II BA English	<u>Farsana</u>
15	Shirin Muhamma G. V	IV BA English	<u>Shirin</u>
16	Bameesa	II BA English	<u>Bameesa</u>
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18	Asna Shan	IV BA English	<u>Asna</u>
19	Lubanath	II BA English	<u>Lubanath</u>
20	Anagha. R Manar	II BA English	<u>Anagha</u>
21	Vaseeka Jasmin	II BA English	<u>Vaseeka</u>
22	Sneha. K.K	II BA English	<u>Sneha</u>
23	Prabitha. P	II BA English	<u>Prabitha</u>
24	Shobika	II BA English	<u>Shobika</u>
25	Sameema	IV BA English	<u>Sameema</u>
26	Farhana. K	II BA English	<u>Farhana</u>
27	Sharafina. T	IV BA English	<u>Sharafina</u>
28	Fathima Jum	BA English	<u>Fathima</u>

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29	Nidha	I BA English	Nidha
30	Fathima Rushna	II BA English	Rushna
31	Rehna - P	II BA English	Rehna
32	Sona Shaji	IV BA English	Sona
33	Saneera	IV BA English	Saneera
34	Aliya	IV BA English	Aliya
35	Fathima marva	IV BA English	Fathima
36	Mafasa	IV BA English	Mafasa
37	Thasleenu Sahira	IV BA English	Thasleenu
38	Majda	IV BA English	Majda
39	Hasna zahya	II BA English	Hasna
40	Shana O.T	IV BA English	Shana
41	Vismaya	IV BA English	Vismaya
42	Fathima Fidha PV	II BA English	Fathima
43	Manjima	IV BA English	Manjima
44	Aslaha Fcbi	IV BA English	Aslaha
45	Sara nergesa	II BA English	Sara
46	Sheba V	II BA English	Sheba
47	Sheba Sajeesh	II BA English	Sheba
48	Fathima Japla	II BA English	Fathima
49	Shivamarjima S	II BA English	Shivamarjima
50	Megha Ravi	II BA English	Megha
51	Nahma P	II BA English	Nahma
52	Resly . M	II BA English	Resly
53	Shahana	II BA English	Shahana
54	Sinu Jasna	II BA English	Sinu
55	Ayisha Banu V	II BA English	Ayisha
56	Fathima Minu . KT	)	MP
57	Fathima Shameema	)	
58	Jasaina	)	Jasaina
59	Rafiya	)	Rafiya
60	Rinny . P	)	Rinny

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Prof. N. ABDUL AZEEZ  
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KOTTARAKKOTTA

61	Sakuya Nassin	4	Sak
62	Nehla Hanan	4	Nehla
63	Aparna-U	4	Aparna
64	Shamne	4	Shamne
65	K. Nazila	4	Nazilat
66	Musshida.k	4	M
67	Aneesha Thasmi	13	Aneesha
68	Fousiya	23	Fousiya
69	Jishna	23	Jishna
70	Marsheeda	23	Marshe
71	Mulsina.kv	23	M
72	mohammed Dilshan A	4	M
73	Mishayal Beegum	4	M. Beegum
74	Afna	4	Afna
75	Majida	4	Majida
76	Thariba	4	Thariba
77	Sajna-E	4	Sajna
78	Sumayya	4	Sumayya
79	Fathima Nishida	4	F
80	Mohamed Niyas	4	Niyas
81	Fathima Rinsa	4	Rinsa
82	Shaima	4	Shaima
83	Shamla	4	Shamla
84	Sumayya Thasmi	4	Thasmi
85	Afna.M.P	4	Afna



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