DEPARTMENT OF ENGLISH
KHARUPETIA COLLEGE
P.O.KHARUPETIA DIST-DARRANG, ASSAM ,PIN-784115

NOTICE

Date: 20/01/2019

This is for the information of all concerned that as mentioned in the college Prospectus, the Department of English is going to offer a 3 Month Spoken English Course during the current Academic Session(2018-19). The Course is mandatory for all the students having Major in UG level(6th Semester).

The classes for the said Course will commence from 27th January,2019. All the admitted students are hereby asked to attend the classes as per schedule notified.

(A.Awal)
HoD,
Dept. of English
Kharupetia College

Course Coordinator & HoD
Department of English
Kharupetia College

Co-ordinator
IQAC
Kharupetia College

Principal
Kharupetia College

SYLLABUS OF

CERTIFICATE COURSE

IN

SPOKEN ENGLISH

(Session: 2018-19)

OFFERED BY

DEPARTMENT OF ENGLISH

KHARUPETIA COLLEGE

P.O. KHARUPETIA DIST-DARRANG, ASSAM

PIN 784115

Co-ordinator
IQAC
Kharupetia College

Principal
Kharupetia College

Syllabus of Spoken English Course

offered by:

Department of English, Kharupetia College

Course designed by: Abdul Awal,HoD, Dept.of English, Kharupetia College

Total Credit : 2   **Total marks : 50**

Course Duration: 30 hours

Course Objectives:

This course is designed to equip learners from all disciplines with basic spoken English skills which have become essential in the changed globalised world. Students will be familiarized with the nuances of spoken English and given practice in the use of English in a variety of ways in formal and informal settings so that, by the end of the course, they are able to use the language confidently in interpersonal interactions.

Course Outcomes:

1. At the end of the course, the learners will acquire the basic skills of communication in spoken English.

2. The learners are expected to acquire the knowledge of basic grammar so as to communicate effectively.

3. It will help them to enhance their vocabulary and improve usage of the English language.

Course Content:

Unit I: Elements of Spoken Communication: Here students will get a broad understanding of the sound system of English- vowel and consonant sounds, word stress and sentence stress, intonation patterns etc. they will be aware of the importance of correct pronunciation in speaking. Exercise in listening and repeating preferably in a language laboratory will be helpful in developing pronunciation and in imbibing the features of spoken communication. The students will also be acquainted with the non-verbal features of spoken communication-gestures and postures, eye contact and other features of body language so that they can acquire the ability to communicate effectively.

Unit II: Grammar and vocabulary: Students will be offered instructions on avoiding common grammatical mistakes in speaking- mistakes related to tense, subject-verb agreement,

Co-ordinator
IQAC
Kharupetia College

Principal
Kharupetia College

prepositions etc. They will be encouraged to listen and read so that that they can build up a good vocabulary which will help them in written as well as in spoken communication.

Unit III: Speaking activities: Students will be given practice in speaking English in a variety of formal and informal situations which may include the following:

- Basic speaking skills like making statements, asking questions, requesting, apologizing, issuing orders etc
- Description of an event or an incident
- Role play involving dialogues
- Telling a story from outlines given
- Group discussion on a given topic
- Interview
- Public speaking

Assessment Procedure and Grading:

At the end of the course, the students will have to appear in an examination comprising of 50 marks. The theory part of the examination will comprise of 25 marks covering different aspects of the syllabus. The remaining 25 marks will be based on practical activities like speaking practice and other activities as mentioned in the syllabus. Students must secure minimum 40% of the total marks in order to qualify for a certificate. The students will be awarded letter grades which will be as follows:

% Marks secured	Grade	Remarks
90-100	A+	Excellent
80-89	A	Very Good
70-79	B+	Good
60-69	B	Above Average
50-59	C+	Average
40-49	C	Pass

Co-ordinator
IQAC
Kharupetia College
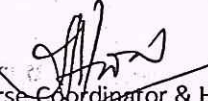
Principal
Kharupetia College

Recommended books and materials:

1. Eastwood, John: *Oxford Guide to English Grammar.* OUP, 1994

2. F.T.Wood: *A Remedial English Grammar for Foreign Students*, Macmillan

3. Mc Carthy, Michael and Felicity O Dell :*English Vocabulary in Use, Upper Intermediate with CD Rom,*Cambridge University Press, 2008.

Principal
Kharupetia College
Kharupetia, Assam

Coordinator
IQAC, Kharupetia College

Course Coordinator & HoD
Dept. of English
Kharupetia College

NOTICE OF COMPUTER LITERACY COURSE

Date: 20/09/2018

This is for the information of all concerned that as mentioned in the college Prospectus, Kharupetia College is going to offer a 3 Month Computer Literacy Course during the current Academic Session(2018-19). The Course is mandatory for all the students having Major in UG level(5th Semester).

The classes for the said Course will commence from 1st Oct,2018. All the admitted students are hereby asked to attend the classes as per schedule notified.

(A.Awal)
Coordinator
Skill Dev. Course
Co-ordinator
Skill Development Course
Kharupetia College

Co-ordinator
IQAC
Kharupetia College

Principal
Kharupetia College

SYLLABUS OF

3 - MONTH CERTIFICATE COURSE

IN

COMPUTER LITERACY

(Session: 2018-19)

OFFERED BY

KHARUPETIA COLLEGE

P.O. KHARUPETIA DIST-DARRANG, ASSAM

PIN 784115

Co-ordinator
IQAC
Kharupetia College

Principal
Kharupetia College

Syllabus of

3 - MONTH CERTIFICATE COURSE IN

COMPUTER LITERACY

Offered by:

KHARUPETIA COLLEGE

Course designed by: Sariful Islam , Asst. Professor , Kharupetia College

Total Credit : 2   **Total marks : 50**

Course Duration: 30 hours

Course Objectives:

This course is designed to equip learners from all disciplines with basic spoken Computer skills which have become essential for technical works in the globalised world. Students will be familiarized with the computer application software like MS Office and given practice in the use of Computer in a variety of ways in formal and informal settings so that, by the end of the course, they are able to use the MS office confidently in personal and official purpose.

Course Outcomes:

1. At the end of the course, the learners will acquire the basic skills of Computer, MS office etc.

2. The learners are expected to acquire the knowledge of basic typing, power point and access internet as to communicate effectively.

3. It will help them to enhance their technical skill and improve uses of the computer in different fields.

Co-ordinator
IQAC
Kharupetia College

Principal
Kharupetia College

Course Content:

Unit I: MS Word : Introduction to Microsoft Word
Overview of Microsoft Word interface, Creating a new document, Opening, saving, and closing documents, Understanding the Ribbon and Tabs, Customizing the Quick Access Toolbar

Basic Text Formatting: Font formatting (size, style, color), Paragraph formatting (alignment, indentation, spacing), Bullets and numbering, Using styles for consistent formatting,

Document Layout and Design: Page setup (margins, orientation, size), Headers and footers, Page numbering, Columns and section breaks

Working with Tables
Creating and formatting tables, Inserting and deleting rows and columns, Merging and splitting cells, Sorting and filtering data in tables

Inserting and Editing Graphics
Adding images and shapes, Adjusting image layout and text wrapping, SmartArt and WordArt, Mail Merge.

Unit II: MS PowerPoint: Introduction – Starting – Parts-Creating of Tables- Create Presentation–Templates Auto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts.

Unit III: MS Excel: The Excel environment, Entering and editing data, Modifying a worksheet, : Using functions, Formatting, Printing, Charts, Case Study, Subtotal Functions, Range names and Filter date, Pivot Tables, Selected Functions.

Assessment Procedure and Grading:

At the end of the course, the students will have to appear in an examination comprising of 50 marks. The theory part of the examination will comprise of 25 marks covering different aspects of the syllabus. The remaining 25 marks will be based on practical activities like speaking practice and other activities as mentioned in the syllabus. Students must secure minimum 40% of the total marks in order to qualify for a certificate. The students will be awarded letter grades which will be as follows:

% Marks secured	Grade	Remarks
90-100	A+	Excellent
80-89	A	Very Good
70-79	B+	Good
60-69	B	Above Average
50-59	C+	Average
40-49	C	Pass

Recommended books and materials:

1. **Bittu Kumar:** *Mastering MS Office.* 1st January, 2017.

2. **Office Professional Plus 2016 , 1 User**
3. MS Office , Dr. S. S. Srivastava 2008

Principal
Kharupetia College
Kharupetia College
Kharupetia, Assam

Coordinator
IQAC, Kharupetia College
Co-Ordinator
IQAC
Kharupetia College

Course Coordinator
Skill Dev. Course
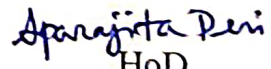Co-ordinator
Kharupetia College
Skill Development Course
Kharupetia College

NOTICE

It is hereby notified that a Certificate Course on Sanskrit language is going on to be held in the department of Sanskrit from the month of September to February for the session 2018-19.

So interested students are asked to join the course and make it success.

Co-ordinator
IQAC
Kharupetia College

Aparajita Devi
HoD
Sanskrit
Kharupetia College
Head of Department
Dept. of Sanskrit
Kharupetia College

COURSE DESIGN
CERTIFICATE COURSE ON SANSKRIT LANGUAGE
DEPTT OF SANSKRIT
TOTAL MARK 100
SESSION – 18 – 19

SL.NO	COURSE UNIT	MARKS	COURSE HOUR
Unit 1	introduction to Sanskrit Alphabet	20	2 Months
Unit 2	Declension & Conjugation	20	2 Months
Unit 3	Application of Grammatical rule In Sentence	20	2 Months
Unit 4	Conclusions & findings	20	2 Months

Course Goal : 1. To make aware of the Students about basic Knowledge of Sanskrit Language.

2. To give Knowledge about Applicability of Grammatical rules In Sentence Formation.

3. To give Knowledge about originality of the Language.

4. Give Knowledge affordability of various aspects of The Language.

Grading Policy :

90	100	(A+)
80	89	(A)
70	79	(B)
Bellow 60%	69	(C)

Course material :

Books   1. Samagra Vyakaran Kaumudi ------------ Isvar Ch. Vidyasagar

2. Higher Sanskrit Grammar---------------- A. Mcdonell

Course Description:

It is an attempt to layout indepth knowledge on Sanskrit Grammar and Composition.

Students Can go Through the Language after getting Knowledge on Grammatical rules.

Course Co-ordinator

HoD & Course Co-ordinator
Department of Sanskrit
Kharupetia College

Co-ordinator IQAC

Co-ordinator
IQAC
Kharupetia College

Principal,
Kharupetia college
Principal
Kharupetia College
Kharupetia Assam