



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

NOTICE

Date: 24/01/2020

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(2019-20). The Course is mandatory for all the students having Major in UG level( 6<sup>th</sup> Semester).

The classes for the said Course will commence from 1st February,2020. All the admitted students are hereby asked to attend the classes as per schedule notified.

(A.Awal)

HoD,

Dept. of English  
Kharupetia College & HoD  
Department of English  
Kharupetia College

Co-ordinator  
IQAC  
Kharupetia College

Principal  
Kharupetia College



**SYLLABUS OF**  
***CERTIFICATE COURSE***  
***IN***  
***SPOKEN ENGLISH***  
**(Session: 2019-20)**

**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.

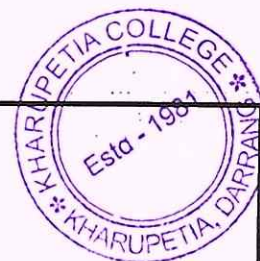
### Course Content:

**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,

  
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prepositions etc. They will be encouraged to listen and read so 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

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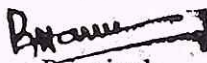
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Kharupetia College







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.

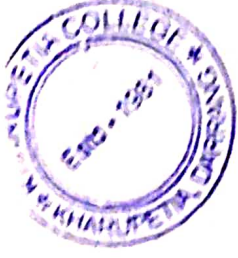
  
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Kharupetia College  
Kharupetia, Assam

  
Coordinator  
IQAC, Kharupetia College  
Co-Ordinator  
IQAC  
Kharupetia College

  
Course Coordinator & HoD  
Dept. of English  
Kharupetia College  
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## NOTICE

Date- 20/08/2019

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 2019-20.

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

*M. S. D.*  
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 - 2019-20**

<u>SL.NO</u>	<u>COURSE UNIT</u>	<u>MARKS</u>	<u>COURSE HOUR</u>
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.

*Aparajita Devi*  
Course Co-ordinator

*HAWA*  
Co-ordinator IQAC

*Pranava*

Principal,  
Kharupetia college  
Kharupetia College  
Kharupetia Assam

Head of Centre Co-ordinator  
Department of Sanskrit  
Kharupetia College

Co-ordinator  
IQAC  
Kharupetia College





NOTICE OF COMPUTER LITERACY COURSE

Date: 25/09/2019

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(2019-20). The Course is mandatory for all the students having Major in UG level(5<sup>th</sup> Semester).

The classes for the said Course will commence from 1<sup>st</sup> Oct, 2019. All the admitted students are hereby asked to attend the classes as per schedule notified.

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(A. Awat)

Coordinator

Skill Dev. Course

Kharupetia College  
Skill Development Course  
Kharupetia College

A handwritten signature in black ink, appearing to be "M. K. S.".

Co-ordinator  
IQAC  
Kharupetia College

A handwritten signature in black ink, appearing to be "M. K. S.".

Principal  
Kharupetia College





**SYLLABUS OF**

***CERTIFICATE COURSE***

***IN***

***COMPUTER LITERACY***

**(Session: 2019-20)**

**OFFERED BY**

**KHARUPETIA COLLEGE**  
**P.O. KHARUPETIA DIST-DARRANG, ASSAM**  
**PIN 784115**

**Kharupetia  
College**

*Signature*  
**Co-ordinator  
IQAC  
Kharupetia College**

*Signature*  
**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.

  
Coordinator  
IQS  
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:

*M. S. S.*  
Co-ordinator  
IQAC  
Kharupetia College

*M. S. S.*  
Principal  
Kharupetia College






% 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*. 1<sup>st</sup> January, 2017.
2. Office Professional Plus 2016 , 1 User
3. MS Office , Dr. S. S. Srivastava 2008

  
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Kharupetia College

  
Principal  
Kharupetia College  
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Coordinator  
IQAC, Kharupetia College  
Co-ordinator  
IQAC  
Kharupetia College

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

  
Co-ordinator  
IQAC  
Kharupetia College




## NOTICE

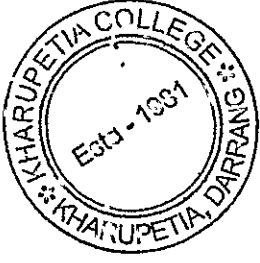
Date- 20/08/2019

It is hereby notified that a Diploma 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 2019-20.

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**  
**Diploma Course in Sanskrit language**  
**Deptt of Sanskrit**  
**Session-2019-20**

**Total Marks 100**

Sl No.	Course Unit	Marks	Course Hour
Unit -1	Introduction on case endings of sanskrit	20	2 Months
Unit-2	Use of pronouns in sanskrit	20	2 Months
Unit-3	Use of Declensions of sanskrit	20	2 Months
Unit-4	Application of General Grammar in Sanskrit with Conclusions and findings	20	2 Months

**Course Goal :** 1. To make aware of the students about basic knowledge of case-endings, pronouns, declensions

:To give knowledge about applicability of Grammatical rules in Sanskrit

: To make aware of importance of Sanskrit grammar for application in speaking and writing Sanskrit

: To get holistic knowledge of Sanskrit language

**Grading policy:**

90-----100 (A+)

80-----88 (A)

70-----79(B)

Below 60%-----69(C)





**Course Material:**

- Books
1. Higher Sanskrit Grammar A Madorell.
  2. Sanskrit Vyakaran Prova - Dr. H. Bhattachargee

**Course description.**

It is an attempt to lay out indepth knowledge on Sanskrit speaking and writing capability Students can go through the language after getting knowledge on grammar,

*Aparajita Devi*

Course Co-ordinator

HoD & Course Co-ordin.  
Department of Sanskrit  
Kharupetia College

*Ahuwal*

Co-ordinator IQAC

Co-ordinator  
IQAC  
Kharupetia College

*[Signature]*

Principal,  
Kharupetia College

Principal  
Kharupetia College