




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

NOTICE

Date: 14/01/2021

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(2020-21). The Course is mandatory for all the students having Major in UG level(6th Semester).

The classes for the said Course will commence from 20th January,2021. All the admitted students are hereby asked to attend the classes as per schedule notified.


(A.Awal)

HoD,

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


Co-ordinator
IQAC
Kharupetia College


Principal
Kharupetia College



SYLLABUS OF

CERTIFICATE COURSE

IN

SPOKEN ENGLISH

(Session: 2020-21)

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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Kharupetia College



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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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


Co-ordinator
IQAC, Kharupetia College
Co-Ordinator
IQAC
Kharupetia College


Course Coordinator & HoD
Dept. of English
Kharupetia College
KHARUPETIA COLLEGE


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Kharupetia College


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SYLLABUS OF

3 - MONTH CERTIFICATE COURSE

IN

COMPUTER LITERACY

(Session: 2020-21)

OFFERED BY

KHARUPETIA COLLEGE

P.O. KHARUPETIA DIST-DARRANG, ASSAM

PIN 784115


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Kharupetia College


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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.

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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:

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Kharupetia College

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% 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, Assam

Coordinator
IQAC
Kharupetia College

Coordinator
IQAC, Kharupetia College
Co-Ordinator
IQAC
Kharupetia College

Principal
Kharupetia College

Course Coordinator
Skill Dev. Course
Kharupetia College
Skill Development Course
Kharupetia College



NOTICE

Date: 11/11/2021

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(2020-21). The Course is mandatory for all the students having Major in UG level(5th Semester).

The classes for the said Course will commence from 15th November,2021. All the admitted students are hereby asked to attend the classes as per schedule notified.

Coordinator
Skill Dev. Course
Kharupetia College
Skill Development Course
Kharupetia College

Co-ordinator
IQAC
Kharupetia College

Principal
Kharupetia College



COURSE DESIGN
CERTIFICATE COURSE ON SANSKRIT LANGUAGE
DEPTT OF SANSKRIT
TOTAL MARK 100
SESSION - 20-21

<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

HoD & Course Co-ordinator
Department of Sanskrit
Kharupetia College

Adarsh
Co-ordinator IQAC
Kharupetia College

Pranav
Principal,
Kharupetia college
Kharupetia College
Kharupetia Assam



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24AA 924477

AGREEMENT OF LEAVE AND LICENSE

THIS AGREEMENT made this **MUSPHIYAAHMED**, director of **CHUKAFA ACADEMY PVT. LTD.** **BETWEEN** Dr. Buddhin Ch. Hazarika, Principal Kharupetia College hereinafter referred to as the "**Licensor**" (Which expression unless excluded by or repugnant to or in consistent the text or context shall mean and include her heirs, successors, executors, administrator transferee's, representative and assigns) of ONE PART :-

AND

CHUKAFA ACADEMY PVT. LTD. of the Said Centre hereinafter referred to as the "**LICENSEE**" (Which expression unless excluded by or repugnant to or in consistent the text or context shall mean and include their, executor administrators, transferee's, representative and assigns) of

OTHER PART :

WHEREAS, the licensor represented by the owner is fully cased and possessed of entering into any Lease and /or Rent Agreement.


Principal
Kharupetia College

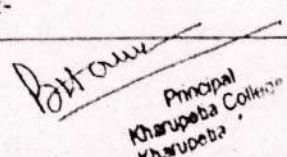
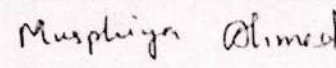
**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS**

1. That Licensor doth hereby grant unto the Licensee "**LEAVE AND LICENSE**" to held, possess occupy and enjoy for 36 Months period, the demised portion with effect from 01/09/2020,
2. This "**LEAVE AND LICENSE**" can be determined by the Licensee upon giving three English Calendar months notice, to the Licensor and upon expiry of the due notice period to Licenses shall quit, vacate and handover peaceful and vacant possession of the demised portion and every part of it, to the Licensor or his nominee.
3. The Licensee shall pay the License Fees or service charges per months at the rate of **Rs. 6,000.00/- (Rupees Six Thousand)** Only for three numbers of Room to the Licensor by account payee cheques or demand drafts and positively within the first seven days of month.
4. The Licensee shall use and occupy the demised portion for the purpose of skill Business. The demision of the Licensor.
5. The Licensee shall not carry and illegal or immoral activities in the demised portion or any part of it nor they hall store any dangerous or explosive goods, oils being excepted, in the demised portion. They have to keep the demised portion common passage and the surroundings tidy and nice.
6. The Licensee shall not put with the possession of the demised portion or any part thereof to any third party even to their relatives, nor hi shall induct any tenant, paying guest, observing any terms and conditions upon which this "**LEAVE AND LICENSE**" has been granted to the or commit any breach thereof Licensor shall be able to take steps in accordance with Law.

SCHEDULE OF THE WITHIN MENTIONED DEMISED BUILDING

An building Consisting three room about 1500 sq. situated at Kharupetia College, Kharupetia , Darrang, Assam

SIGNED, SEALED AND DELIVERED at Darrang in presence of :-

Signed for and on behalf of <u>LICENSOR</u>	Signed for and behalf of LICENSEE CHUKAFA ACADEMY PVT. LTD.
Name :-	Name :-
Title :-	Title :-
 Principal Kharupetia College	 Director

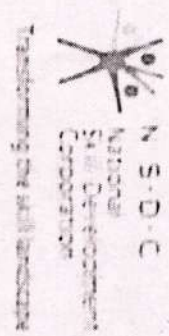
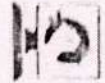
Witness :

Chukafa Academy
Private Limited

On behalf of <u>LICENSOR</u>	On behalf of <u>LICENSEE</u> CHUKFA ACADEMY PVT. LTD.
Name :	Name
Address :	Address


Principal
Kharupetia College

Skill India
सहकार - सहयोग - सहभागी



This is to certify that

Nilak Rajbongshi (PAN Number - AKRPR0075P) with Trainer ID - TR87282
has successfully cleared the assessment as

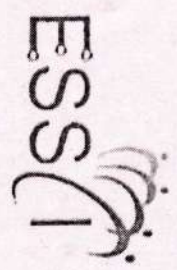
Trainer with Grade 'B'

for the Qualification Pack of Field Technician Computing And Peripherals (ELE/Q4601)- v1.0
conforming to National Skill Qualification Framework Level - 4

Date of Issue: 18/09/2020 | Valid Upto: 18/09/2022



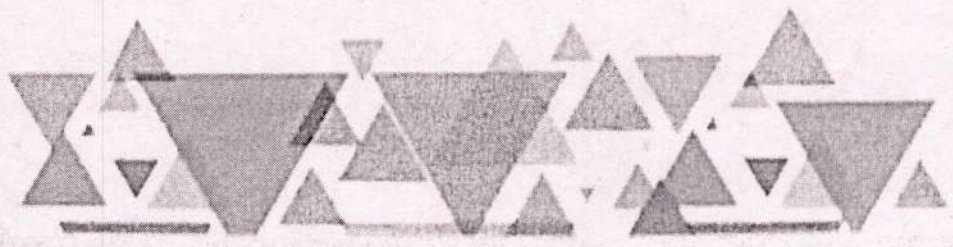
TOT/ELE/Q4601/v1.0/0920/TR87282/26395



Signature

Aja Crowdry
Chairperson
Electronic Sector Skill Council of India

Signature
Principal
Kharupetia College



Batch-wise Attendance Report

Course : Field Technician Computing and Peripherals

Batch : 17th December 2020(Domain Skilling)(Field Technician Computing and Peripherals)



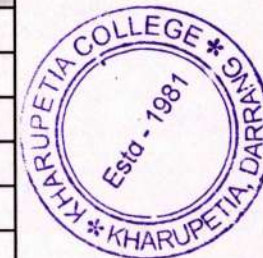
Attendance report of Dec 2020

Legends : P = Present, . = Absent, * = Invalid date for Month, - = Data not available.

Sr.No.	Learner Name / Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1	ELIJA BEGUM	P	P	.	P	P	P	P=5, .=26
2	NAZMA KHATUN	P	P	.	P	P	P	P=5, .=26
3	YASMIN SULTANA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0
4	NAZRUL ISLAM	P	.	.	P	P	P=3, .=28
5	JANGSHER ALI	P	P	.	P	P	P=4, .=27
6	MUKMIRA SULTANA	P	P	.	P	.	P	P=4, .=27
7	HAKIMUDDIN	P	P	.	P	P	P	P=5, .=26
8	AKLIMA BEGUM	P	P	.	P	P	P	P=5, .=26
9	SEMIMA PERBIN	P	P	.	P	P	P	P=5, .=26
10	ASMINA KHATUN	P	P	.	P	P	P	P=5, .=26
11	SHABNAM MUSTAKIN	P	P	.	P	P	P	P=5, .=26
12	SAIDA NASRINA SURIA AHMED	P	P	.	P	P	P	P=5, .=26
13	FIRUZA BEGUM	P	P	.	P	P	P	P=5, .=26
14	ASHADUL HOQUE	P	P	.	P	P	P	P=5, .=26
15	ENJAMUL HOQUE	P	P	P=2, .=29
16	FARIDA PARBIN	P	P	P	P=3, .=28
17	JAHURA BEGUM	P	P	P=2, .=29
18	KHADEM ALI	P	P	.	P	P	P	P=5, .=26
19	REZINA PARBIN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0
20	KHUSHIDA NAZMIN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0
21	SADIA BEGUM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0
22	SAYDUR RAHMAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0
23	MD NAZMUL HOQUE	P	.	.	.	P	P	P=3, .=28
24	SIMMA BEGUM	P	.	.	P	P	P	P=4, .=27
25	RAJIA SULTANA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0
26	HASHEM ALI	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0
Learner Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total

(Signature)
Principal
Kharupeta College

Sr.No.	Learner Name / Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
27	ASHAD ALI	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, =0
28	JOYTUN NESSA	P	P=1, =30
29	JAHIR ALI	P	P	P	P=3, =28
30	INSER ALI	P	P	P	P=3, =28
31	MARJINA BEGUM	P	P	P=2, =29
32	JAHURUL ISLAM	P	P	P	P=3, =28
33	WAHIDA BEGUM	P	P=1, =30
Learner Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total



Principal
Kharupetia College



OFFICE OF THE PRINCIPAL

KHARUPETIA COLLEGE

P.O. KHARUPETIA, PIN- 784115

DIST. DARRANG (ASSAM)

Website : www.kharupetiacollege.org

e-mail: kharupetiacollege@gmail.com

Accredited with 'B' Grade by NAAC



Memo No. : KC/2020/NSDC/111

Date: 17/12/2020

From:

Dr. B.C. Hazarika, M.Sc., B.Ed., Ph.D
Principal

To

Sikdar Anowarul Islam

Associate Professor, Dept of Hindi
Kharupetia College.

Sub.: Appointment as In-charge of NSDC Training Partner of Kharupetia College.

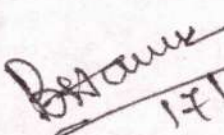
Dear Sir,

I am pleased to inform you that you have been appointed as In-charge of NSDC Training Partner of Kharupetia College from the academic year 2020-21 which has been approved by the Assam Skill Development Mission under National Skill Development Corporation (NSDC).

The appointment is purely temporary and 'Scheme Based' and your duties are to look after the activities of the scheme and equipments imparting to computer education course etc.

A remuneration will be paid in due course at monthly rate for discharging the duties of the scheme as and when the grant will be received from the ASDM.


Principal
Kharupetia College


17/12/2020
Principal
Kharupetia College
Kharupetia, Assam

Batch-wise Attendance Report

Course : Field Technician Computing and Peripherals

Batch : 17th December 2020(Domain Skilling)(Field Technician Computing and Peripherals)



Attendance report of Dec 2020

Legends : P = Present, . = Absent, * = Invalid date for Month, - = Data not available.

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6	MUKMIRA SULTANA	P	P	.	P	.	P	P=4, .=27	
7	HAKIMUDDIN	P	P	.	P	P	P	P=5, .=26	
8	AKLIMA BEGUM	P	P	.	P	P	P	P=5, .=26	
9	SEMIMA PERBIN	P	P	.	P	P	P	P=5, .=26	
10	ASMINA KHATUN	P	P	.	P	P	P	P=5, .=26	
11	SHABNAM MUSTAKIN	P	P	.	P	P	P	P=5, .=26	
12	SAIDA NASRINA SURIA AHMED	P	P	.	P	P	P	P=5, .=26	
13	FIRUZA BEGUM	P	P	.	P	P	P	P=5, .=26	
14	ASHADUL HOQUE	P	P	.	P	P	P	P=5, .=26	
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20	KHUSHIDA NAZMIN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0	
21	SADIA BEGUM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0	
22	SAYDUR RAHMAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0	
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25	RAJIA SULTANA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0	
26	HASHEM ALI	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0	
Learner Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	


 Principal
 Kharupetia College

Sr.No.	Learner Name / Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
27	ASHAD ALI	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P=0, .=0	
28	JOYTUN NESSA	P	P=1, .=30
29	JAHIR ALI	P	P	P	P=3, .=28
30	INSER ALI	P	P	P	P=3, .=28
31	MARJINA BEGUM	P	P	P	P=2, .=29
32	JAHURUL ISLAM	P	P	P	P=3, .=28
33	WAHIDA BEGUM	P	P=1, .=30
Learner Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	



[Signature]
Principal
Kharupetia College