

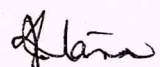
Department of Education
Kharupetia College, Kharupetia



Notice
Date:17/01/2022

It is hereby inform to all the students of department of Education that a Add on course on "Project Writing" will be started in the department of Education, Kharupetia College from February, 2022. Therefore all the interested student of the department are requested to contact the HoD for their enrollment in the said course.


Principal
Kharupetia College


(Jahida Sultana)
HoD
Department of Education
Kharupetia College
**HEAD
DEPARTMENT OF EDUCATION
KHARUPETIA COLLEGE**



ADD ON COURSE ON PROJECT WRITING

BY

DEPARTMENT OF EDUCATION

KHARUPETIA COLLEGE

KHARUPETIA, DARRANG ASSAM, PIN-784115

Principal
Kharupetia College

COURSE DESIGN

Add on Course on Project Writing

Paper:

Theory

100 Marks

Sl.No	Course Unit	Course Hour
Unit-1	Introduction: What is Project? Concept of Project, Why Project is important? Uses of Project. Identification of problem	6 Hour
Unit-2	Review of Related Literature.	6 Hour
Unit-3	Objective, Hypotheses, Methodology, Collection of data, Delimitation of the Study, Statistical technique. Methodology	6 Hour
Unit-4	Data Analysis	6 Hour
Unit-5	-Educational Implication -Suggestion and recommendations for further Study -Conclusion and policy	6 Hour


The Course Will Cover:

- Basic knowledge of Project
- Proactive approach to Project Writing
- Research information
- The most strength of using the 'project' as a tool is that the use of human financial and physical resources is planned to get the best results possible with a specific time period.

Course Goal:

- Identify wider stakeholder group such as community and user.
- To introduce participants significant of Project Writing.
- Identify and define actionable and measureable project objectives
- Produce a structural framework for the functional brief.




Principal
Kharupeta College

Course Materials:

All course materials are provided within the course lessons.

Grading Policy:

90-100	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C

Course Description:


Generally speaking any pivotal project, it's a good practice to lay out an in-depth project plan. A project plan communicates the overall goal of a given venture and details the specific tasks to be accomplished in pursuit of a clearly stated project goal.

Learning outcomes

- Participant will get basic Knowledge concerning project.
- To formally inform project management.
- To serve as a reference for future projects.
- Participant with able to Research Project

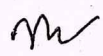
Assessment Guide

Range of Marks in Percentage	Letter Grade	Category	Grade Point
90-100	A+	Outstanding	10
80-89	A	Excellent	09
70-79	B+	Very Good	08
60-69	B	Good	07
50-59	C+	Above Average	06
40-49	C	Average	05


Principal
Kharupetia College



(Dr. Mausumi Saha Kalita)
Principal, Kharupetia College
Kharupetia, Assam



(Dr. Nur Jaman)
Coordinator
Kharupetia College
IQAC



(Dr. Amzad Hussain Mazumdar)
CO-ORDINATOR, ADD ON COURSE
DEPARTMENT OF EDUCATION
KHARUPETIA COLLEGE



Principal
Kharupetia College

Notification



Date: _____
Page No: _____

(10) (a)

It is for general information of all the students of Kharupetia College that the Deptt. of Arabic is offering an ADD-ON COURSE on- "Communicative Skill in Arabic and English" for the session 2021-2022.

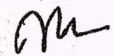
Therefore, all the interested students are requested to take admission into the said course within 25/01/2022.



Eligibility Criteria-

All students of Kharupetia College of BA 2nd Semester are eligible for Admission.

1. Copy to

- (a) Principal, Kharupetia College
- (b) Departmental Guard File
- (c) Departmental Notice Board.


HoD,
Dept. of Arabic
Kharupetia College
Darrang Assam.
Associate Professor
& HoD Arabic
Kharupetia C.




Principal
Kharupetia College



Notification

Date: 15/04/2022

It for general information of all the students of Kharupetia College that the classes of ADD-ON COURSE on- "Communicative Skill in Arabic and English" for the session 2021-22 will begin from 10th April, 2022.

All the students of this Course are asked to attend the classes regularly .

Copy to

1. Principal, Kharupetia College
2. Departmental Guard File
3. Departmental Notice Board

HoD,

Dept. of Arabic
Kharupetia College
Darrang Assam.

15/03/2022

3/16/22

15/4/22

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Principal
Kharupetia College



Notification

It is hereby informed to all the students of ADD-ON COURSE on "Communicative Skill in Arabic and English" that the Examination for this Course is fixed on 6th June 2022. The programme of the Examination is hanged in the Departmental Notice Board.

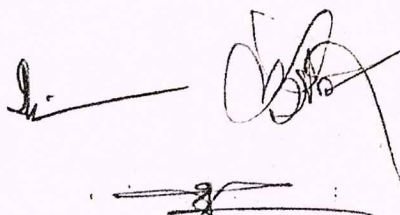
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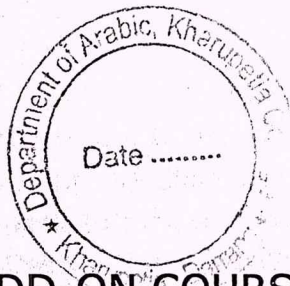

HoD,

Dept. of Arabic
Kharupetia College
Darrang Assam.

30/5/2022




Principal
Kharupetia College



**ADD-ON COURSE
ON
COMMUNICATIVE SKILL IN ARABIC AND ENGLISH**
Department of Arabic
Year- 2021-22

By

Department of Arabic
Kharupetia College, Kharupetia
Darrang, Assam
PIN- 784115


Principal
Kharupetia College

Add-on Course on Communicative Skill in Arabic and English

Department of Arabic
Kharupetia College
Kharupetia , Darrang ,Assam
Course Design ,Session 2021-22

10(9)



Sl No	Course unit	Course hours
Unit-I		
1	Fundamental Grammar 1. Arabic Alphabet its kind . ii. Vowel points and its use iii. Formation of words	6 hrs
Unit-II		
2	اجزاء الكلام ... Parts of Speech العدد Number	6 hrs
Unit- III		
3	الجنس Gender اسم - الاشارة Demonstrative Pronoun Formation of sentence	6 hrs
Unit- IV		
4	Vocabulary – Arabic to English vice versa الضمائر Pronouns	6 hrs
Unit-- V		
5	Translation from Arabic to English & English To Arabic General conversation	6 hrs

OBJECTIVE OF THE COURSE

Arabic is a foreign language. It is widely spoken in many countries of the world . Ours is a country with rich cultural heritage and booming economy. As a result, the gradual demand of foreign languages becoming increasingly popular in various sectors. Learning to communicate in Arabic can provide many opportunities for unique career path. There are a lot of career options after the Arabic course .They can work as translator, tourist guide, counselor, data entry clerk. Language specialist, customer care job, journalist, blogger etc. in India and abroad

Keeping all these in mind, the course has been framed to help students as well as aspirants.


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Kharupetia College

Course cover

The course covers Arabic grammar, vocabularies, reading, writing, speaking listening skill on general rules of grammar.

To develop the communicative skill some topic related to business, communication, education, medical related words have been included

Structure

The course is designed to make Arabic learning easy and accessible and communicate successfully. It will serve dual purpose to help regular students as well as professional tourists.

The programme will start from the month of February every year.

The programme has been divided into five units—

The evaluation will be made through comprehensive assignment (Ikhtibar).

A final written examination will be held at the end of the programme.

Certificate will be given to the candidates after successful completion of the programme.

Eligibility Criteria

Students of Kharupetia College of Under Graduate are eligible for admission.

Grading Policy ;

Range of Marks in percentage	Letter Grade	Category	Grade point
90..... 100	A+	Outstanding	10
80 89	A	Excellent	09
70 79	B+	Very Good	08
60.....69	B	Good	07
50..... 59	C	Average	06

Dr.Mausumi Saha Kalita

Principal

Kharupetia College

Principal
Kharupetia College
Kharupetia : Assam

Co-ordinator,IQAC

Kharupetia College

Co-ordinator
IQAC Kharupetia College

Course Co-ordinator

Dr.Nur Jaman

HoD,Arabic

Associate Professor

& HoD Arabic

Kharupetia College

Principal
Kharupetia College



Department of Assamese
Kharupetia College, Kharupetia
Session: 2021-2022



NOTICE

Date: 29.10.2021

29/10/2021

It is hereby informed to all the students of the Kharupetia College that an Add-On Course on –‘Folk Song of Darrang’ will be started in the Department of Assamese, Kharupetia College, Kharupetia Darrang, Assam from February, 2022. Therefore, all the interested students of the College are requested to contact to the Department of Assamese, Kharupetia College for their enrollment in the said Course on before 21st January 2022 The enrolment will be done on first come first chance basis.

A Begum
HoD

Dept. of Assamese
Kharupetia College

H.O.D.
Dept. of Assamese
Kharupetia College

[Signature]
Co-ordinator
IQAC
Kharupetia College

[Signature]
Principal
Kharupetia College



ADD- ON COURSE
DEPARTMENT OF ASSAMESE
KHARUPETIA COLLEGE
FOLK SONG OF DARRANG
(দৰঙাৰ লোক সংগীত)

SESSION 2021-22


Principal
Kharupetia College




পাঠ্যক্রম সম্পর্কীয় এটি অৱলোকনঃ

ঐতিহ্যশালী অসমীয়া লোকগীতৰ দৰে দৰঙী লোকগীতো অতি চহকী। অতি প্ৰাচীন কালৰে পৰা চহাজীৰি সমাজৰ এনে গীত-মাত্ৰে অসমীয়া সাহিত্যৰ ভঁৰাল সমৃদ্ধ হৈ আছে। কৃষি জীৱি লোকসকলৰ মুখে মুখে প্ৰচলিত এই গীত মাত্ৰ সমূহে দৰঙৰ সুকীয়া সাংস্কৃতিক পৰিচয় বহন কৰি আহিছে। ইতিমধ্যে এই গীত-মাত্ৰ সমূহৰ ওপৰত বিভিন্নজনে গৱেষণা, প্ৰবন্ধ, গ্ৰন্থ আদি ৰচনা কৰিছে যদিও নৱ প্ৰজন্মৰ মাজত চিৰসেউজ গীতখিনিৰ চৰ্চা, প্ৰণালীবদ্ধ অধ্যয়ন বিজ্ঞানসন্মত ভাবে সংৰক্ষণৰ ব্যৱস্থা কৰাৰ প্ৰয়োজনীয়তা নুই কৰিব নোৱাৰি। সেয়েহে উক্ত বিষয়বস্তু অন্তৰ্ভুক্ত কৰিয়ে উল্লেখিত পাঠ্যক্রম প্ৰস্তুত কৰা হৈছে।

পাঠ্যক্রমৰ আৰ্হি

ক্রমিক নং	পাঠ্যক্রমৰ গোট	পাঠ্যক্রমৰ সময়
প্ৰথম গোট	লোকগীতৰ পৰিচয়, সংজ্ঞা, বৈশিষ্ট্য, লোকগীতৰ ভাগ- ক) অনুষ্ঠানমূলক, খ) আখ্যানমূলক গ) বিবিধ বিষয়ক।	৬ ঘণ্টা
দ্বিতীয় গোট	দৰঙৰ লোকসংগীতৰ পৰিচয়, বৈশিষ্ট্য, দৰঙৰ লোকগীতৰ ভাগ- পুতলানাচ, ওজাপালি, বৰঢুলীয়া, ঢেপাঢুলীয়া, কালীয়া, খুলীয়া, চেৰাঢ়েক, নাঙেলী গীত, চিয়াগীত, দৰঙী বিয়াগীত, আইনাগ।	৬ ঘণ্টা
তৃতীয় গোট	আনুসাংগিক সাহিত্যৰ পৰ্যালোচনা।	৬ ঘণ্টা
চতুৰ্থ গোট	উদ্দেশ্য, অনুমান, আলোচনাৰ পদ্ধতি, দৰঙী লোকগীতৰ পৰ্যালোচনা।	৬ ঘণ্টা
পঞ্চম গোট	তথ্য বিশ্লেষণ; উপসংহাৰ।	৬ ঘণ্টা


Principal
Kharupetia College



অধ্যয়নৰ উদ্দেশ্যঃ

- ❖ অসমীয়া লোকগীতৰ লগতে দৰঙী লোকগীতৰ এটি পৰ্যালোচনা।
- ❖ নৱপ্ৰজন্মৰ মাজত আপুৰুগীয়া এই গীতসমূহক পৰিচয় কৰোৱা।
- ❖ উক্ত সৃষ্টিশীল সাহিত্যৰাজিক প্ৰণালীবদ্ধভাৱে বিচাৰ বিশ্লেষণ কৰাৰ প্ৰয়াস।
- ❖ সময়ৰ সঁতিত হেৰাই যাব ধৰা উক্ত গীতসমূহ উত্তৰ প্ৰজন্মৰ বাবে সংৰক্ষণৰ ব্যৱস্থা কৰা।

বিষয়বস্তুৰ পৰিসীমা :-

- ❖ দৰঙৰ মৌখিক গীতসমূহ-ওজাপালিৰ গীত, নাঙেলী গীত, চিয়াগীত, চেৰাডেক, কালীয়া, ঢুলীয়া, ম'হহৌ গীত, বিয়াগীত, আইনাম আদি সামৰি লোৱা হৈছে।
- ❖ উক্ত গীতসমূহৰ পৰিৱেশন শৈলীও এই পাঠ্যক্ৰমত পৰ্যালোচনা কৰাৰ প্ৰয়াস কৰা হ'ব।
- ❖ নিৰ্দিষ্ট সময়সীমাৰ ভিতৰত উক্ত পাঠ্যক্ৰমত যথা সম্ভৱ উল্লিখিত গীত-মাতসমূহ পৰ্য্যায়ক্ৰমে আলোচনাৰ চেষ্টা কৰা হ'ব।

অধ্যয়নৰ উৎস :- ক্ষেত্ৰ অধ্যয়নৰ লগতে গৌণ উৎস (বিভিন্ন গ্ৰন্থ, আলোচনী আদি) ৰ জৰিয়তে তথ্যসমূহ সংগ্ৰহ কৰা হ'ব।

Assessment Guide	Letter Grade	Category	Grade point
Range of Mark in Percentage			

Grading Polling

90-100	A+	Outstanding	10
80-89	A	Excellent	09
70-79	B+	Very Good	08
60-69	B	Good	07
Below 60%	C	Average	06


Principal
Kharupetia College

প্ৰসঙ্গ পুথি :-



- ❖ চহৰীয়া, কনক চন্দ্ৰ : 'দৰঙৰ পৰিবেশ্য কলা', অসম প্ৰকাশন পৰিষদ, ২য় প্ৰকাশ ২০০৭।
- ❖ চহৰীয়া, কনক চন্দ্ৰ : 'দৰঙী লোক-সাহিত্যৰ ৰূপৰেখা', অসম প্ৰকাশন পৰিষদ, ২য় প্ৰকাশ, ২০০৩।
- ❖ দৰং জিলা সাহিত্য সভা (সম্পা) : 'অসমৰ লোকনাট্য আৰু দৰঙৰ খুলীয়া ভাউৰীয়া', প্ৰকাশকঃ তৰুণ আজাদ ডেকা, ২০০৪
- ❖ বৰদলৈ, নিৰ্মল প্ৰভা : 'অসমৰ লোক সংস্কৃতি, বীণা লাইব্ৰেৰী', প্ৰথম প্ৰকাশ ১৯৭২।
- ❖ বৰুৱা, বিৰিঞ্চি কুমাৰ : 'অসমৰ লোক-সংস্কৃতি, বীণা লাইব্ৰেৰী', প্ৰথম প্ৰকাশ ১৯৬১।
- ❖ শৰ্মা, শান্তী : 'দৰঙৰ থলুৱা বিয়ানাম', ভাষা প্ৰকাশন, প্ৰথম প্ৰকাশ, ২০২২
- ❖ শৰ্মা সত্যেন্দ্ৰ নাথ : 'অসমীয়া সাহিত্যৰ সমীক্ষাত্মক ইতিবৃত্ত', সৌমাৰ প্ৰকাশ, দশম সংস্কৰণ ২০১৭।

ড. অমৰেন্দ্ৰ মোহন বৰুৱা

পাঠ্যক্ৰমৰ সমন্বয়ক

mm

ড. অমৰেন্দ্ৰ মোহন বৰুৱা

মুঠক্ষী অধ্যাপিকা

অধ্যক্ষ

খাৰুপেটিয়া মহাবিদ্যালয়

Principal
Kharupetia College

Principal
Kharupetia College

প্ৰসঙ্গ পুথি :-



- ❖ চহৰীয়া, কনক চন্দ্ৰ : ‘দৰঙৰ পৰিবেশ্য কলা’, অসম প্ৰকাশন পৰিষদ, ২য় প্ৰকাশ ২০০৭।
- ❖ চহৰীয়া, কনক চন্দ্ৰ : ‘দৰঙী লোক-সাহিত্যৰ ৰূপৰেখা’, অসম প্ৰকাশন পৰিষদ, ২য় প্ৰকাশ, ২০০৩।
- ❖ দৰং জিলা সাহিত্য সভা (সম্পাদ) : ‘অসমৰ লোকনাট্য আৰু দৰঙৰ খুলীয়া ভাউৰীয়া’, প্ৰকাশকঃ তৰুণ আজাদ ডেকা, ২০০৪
- ❖ বৰদলৈ, নিৰ্মল প্ৰভা : ‘অসমৰ লোক সংস্কৃতি, বীণা লাইব্ৰেৰী’, প্ৰথম প্ৰকাশ ১৯৭২।
- ❖ বৰুৱা, বিৰিঞ্চি কুমাৰ : ‘অসমৰ লোক-সংস্কৃতি, বীণা লাইব্ৰেৰী’, প্ৰথম প্ৰকাশ ১৯৬১।
- ❖ শৰ্মা, শান্তী : ‘দৰঙৰ থলুৱা বিয়ানাম’, ভাষা প্ৰকাশন, প্ৰথম প্ৰকাশ, ২০২২
- ❖ শৰ্মা সত্যেন্দ্ৰ নাথ : ‘অসমীয়া সাহিত্যৰ সমীক্ষাত্মক ইতিবৃত্ত’, সৌমাৰ প্ৰকাশ, দশম সংস্কৰণ ২০১৭।

ড. অমৃতকান্ত মোহা প্ৰসাদ

পাঠ্যক্ৰমৰ সমন্বয়ক

ড. অমৃতকান্ত মোহা প্ৰসাদ

মুঠক্ষী অধ্যাপিকা

অধ্যক্ষ

খাৰুপেটিয়া মহাবিদ্যালয়

Principal
Kharupetia College

DEPARTMENT OF COMMERCE

KHARUPETIA COLLEGE

PO - Kharupetia

Dis - Darrang, Assam-784115

Email :: *deptofcommercekpt@gmail.com*



Ref.....

Date.....

NOTICE

Dated: 31/01/2022

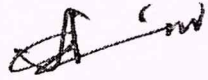
It is hereby notified to all the students of Kharupetia College that Department of Commerce is going to start Add on Course for the Session 2021-22 with following courses mentioned below:

- 1) How To Face Interview
- 2) Digital Financial Literacy
- 3) Supply Chain Management

Details of Course:

- Each Course will be 30 hrs. duration.
- Session will start from 21/02/2022
- Admission will Close on 17/02/2022
- Admission forms are available in the Department of Commerce from 01/02/2022


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ADD ON COURSE ON HOW TO FACE INTERVIEW



Offered by

DEPARTMENT OF COMMERCE

KHARUPETIA COLLEGE

KHARUPETIA, DARRANG ASSAM, PIN-784115

For the Session 2021-22

Principal
Kharupetia College



COURSE DESIGN

COURSE DESCRIPTION:

The Course is all about enhancing the skills of students towards job interview and building the confidence level on facing interview. The course consists of five units. Each unit of the course is designed based on the requirement of the job market from the perspective of interview. The course also include a part of mock interview to test the level of knowledge acquainted by the students during the course apart from their written test and viva.

COURSE OBJECTIVE:

The contents of the course are designed to impart the integrated understanding about the various dimensions of facing an interview.

COURSE OUTCOME:

After successful completion of this course students will be able to:

- ☐ Understand the various types of interview and their importance.
- ☐ Ready to face interview questions.
- ☐ Ready with corporate habits.

HOW TO FACE INTERVIEW COURSE CONTENT

Paper: Theory & Practical

Marks: 100

SL.NO	COURSE UNIT	COURSE HOUR
Unit-1	Meaning and definition of interview, objectives of interview, importance of interview.	6 Hour
Unit-2	Types of Interview- Structured Interview, Unstructured Interview, Stress Interview, One to One Interview, Panel Interview, Telephonic Interview, Video Interview, Depth Interview, Open Call Interview, Exit Interview.	6 Hour
Unit-3	Interview Skills: Online Image, Self-Awareness to know your personality through an MBTI, Grooming, Body Language, Confidence, Interview FAQs-Learn to face frequently asked interview questions.	6 Hour
Unit-4	Corporate Readiness: Values-An introduction to values in a corporate environment, Respect, Teamwork, Flexibility, Time Management, Stress Management, Positive Attitude.	6 Hour
Unit-5	Resume Building & Mock Interview: How to build resume for interview, best resume techniques, mock interview.	6 Hour


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Course Materials:

Course materials will be provided to the students in the form of PPT.

References:

- 1) How To Face Interviews: Everything you Need To Know To Build Your Confidence and Achieve Success- Clive Fletcher.(Thorsons; ed. 1998)
- 2) Facing Interviews: Niraj Kumar (Sterling Publishers Pvt. Ltd, 2010)

Assessment and Grading Policy:

The assessment will be done based on the written exam for 70 marks and 30 marks for viva.

The grades will be awarded to the students depending on the percentage of the marks obtained by a candidate in a course as below:

Range of Marks in Percentage	Letter Grade	Category
90-100	A+	Outstanding
80-89	A	Excellent
70-79	B+	Very Good
60-69	B	Good
Below 60%	C	Average

Dr.Mausumi Saha Kalita
Principal
Kharupetia College

Principal
Kharupetia College
Kharupetia, Assam

Dr. Nur Jaman
Coordinator, IQAC
Kharupetia College
Co-ordinator
IQAC
Kharupetia College

Joy Bhattacharjee
Course Coordinator
Kharupetia College

Principal
Kharupetia College

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Kharupetia College

ADD ON COURSE
ON
Supply Chain Management



Offered by

DEPARTMENT OF COMMERCE

KHARUPETIA COLLEGE

KHARUPETIA, DARRANG ASSAM, PIN-784115

For the Session 2021-22

A handwritten signature in blue ink, consisting of a stylized 'P' followed by a horizontal line.

Principal
Kharupetia College

COURSE DESIGN



COURSE DESCRIPTION:

The Course is on Supply Chain Management. The course consists of five units. Each unit of the course is designed based on the present day context of supply chain which is a vital part of marketing of product or services. The students will be benefitted by enhancing their level of knowledge towards various issues of logistics and understanding the system of market supply chain. The course is presently designed as a theory paper consisting of 100 marks.

Course Objective:

The contents of the course are designed to impart the integrated understanding about the various dimensions of supply chain management towards a product or services.

Course Outcome:

After successful completion of this course students will be able to:

- ☐ Understand the various aspects of supply chain and its management.
- ☐ Understand the working mechanism of supply chain
- ☐ Develop analytical methods and technical skills to improve decision making.

Supply Chain Management

Course Content

Paper: Theory

Marks: 100

Sl. No.	Course Unit	Course Hr.
1	Introduction: Meaning and Definition of Supply Chain, Supply Chain Management (SCM), Importance of supply chain management, Elements of SCM.	6
2	Supply Chain Design and Planning: Supply chain configuration, vertical integration, outsourcing and offshoring, location decisions and capacity planning.	6
3	Supplier Selection: Supplier selection, tools for supplier selection.	6
4	Relationship and Integration: Defining supply relationship, close partnership, strategic alliance, supply chain integration.	6
5	Role of Manufacturing, Finance and Marketing in Supply Chain.	6


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COURSE MATERIALS:

Course materials will be provided to the students in the form of PPT.

REFERENCES:

- 1) A Handbook on Supply Chain Management: Kuldeepak Singh, Notion Press (2021)
- 2) Supply Chain Management: Text and Cases, Janat Shah, Pearson Education India (2009)

ASSESSMENT AND GRADING POLICY:

The grades will be awarded to the students depending on the percentage of the marks obtained by a candidate in a course as below:

Range of Marks in Percentage	Letter Grade	Category
90-100	A+	Outstanding
80-89	A	Excellent
70-79	B+	Very Good
60-69	B	Good
Below 60%	C	Average

Dr. Mausumi Saha Kalita
Principal
Kharupetia College

Principal
Kharupetia College
Kharupetia, Assam

Dr. Nur Jaman
Coordinator, IQAC
Kharupetia College

Co-ordinator
IQAC
Kharupetia College

Joy Bhattacharjee
Course Coordinator
Kharupetia College

Principal
Kharupetia College

HOD, Commerce
Kharupetia College



ADD ON COURSE ON
DIGITAL FINACIAL LITERACY

Designed by

DEPARTMENT OF COMMERCE

KHARUPETIA COLLEGE

KHARUPETIA, DARRANG ASSAM, PIN-784115

For the Session 2021-22



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COURSE DESIGN

Paper:

Theory

100 Marks

Sl.No	Course Unit	Course Hour
Unit-1	Introduction: Meaning of finance and financial system; objectives of digitalization of financial system; features of DFS	6 Hour
Unit-2	Types of CARDS, USSD, AEPS, UPI and wallets and their features.	6 Hour
Unit-3	Various modes of e-payment and usages of E-Wallet, AEPS and UPI and its benefits.	6 Hour
Unit-4	E-KYC and E-Payment, Securities relating to E-payment	6 Hour
Unit-5	Grievance redressal system in DFS	6 Hour

The Course Will Cover:

- Basic knowledge on DFS
- The course is designed for the students to understand about the digital financial System. The main focus of the course is to develop the concept of students to cope up with the Digital India.

Course Goal:

- To overall inclusion of Digital Financial System
- To make India Digital
- To Develop Students Concept on Digital Financial Literacy.


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Course Materials:

All course materials are provided within the course lessons.

Assessment and Grading Policy

Range of Marks in Percentage	Letter Grade	Category	Grade Point
90-100	A+	Outstanding	10
80-89	A	Excellent	09
70-79	B+	Very Good	08
60-69	B	Good	07
Below 60%	C	Average	06

(Dr. Mausumi Saha Kalita)
Principal, Kharupetia Colleg

Principal
Kharupetia College
Kharupetia, Assam

(Dr. Nur Jaman)
Coordinator
IQAC
Kharupetia College

(Abdul Aziz)
Course Coordinator

HOD, Commerce
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Kharupetia College

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Kharupetia College






NOTICE FOR ENROLLMENT



Department of Economics
Kharupetia College
Session : 2021 – 2022

Dated : the 29th Oct./2021

It is hereby informed to all the students of the Kharupetia College that an Add-on Course on – **“Preparation of the Questionnaire and Schedule”** will be started in the department of Economics, Kharupetia College, Kharupetia, Darrang, Assam, from February, 2022.

Therefore, all the interested students of the College are requested to contact to the department of Economics, Kharupetia College for their enrollment in the said Course on or before 21st January, 2022. The enrollment will be done on first come first preference basis.


Dr. Mizanur Rahman
HoD, Deptt. of Economics
Kharupetia College
Head
Department of Economics
Kharupetia College


Principal
Kharupetia College

Co-ordinator
IQAC
Kharupetia College



COURSE DESIGN OF ADD ON COURSE

TOPIC – “PREPARATION OF QUESTIONNAIRE AND SCHEDULE”

BY


DEPARTMENT OF ECONOMICS

KHARUPETIA COLLEGE

KHARUPETIA , DARRANG , ASSAM, PIN – 784115

SESSION = 2021-22


Principal
Kharupetia College


Head
Department of Economics
Kharupetia College

ADD ON COURSE

NAME OF TOPIC - "PREPARATION OF QUESTIONNAIRE AND SCHEDULE"

COURSE DURATION – 30 HOURS

FULL MARKS – 100



Sl. No.	Course Unit	Course Hours
Unit – 01	Unit 1 – Introduction : Concept of questionnaire & schedule, purpose and need of questionnaire and schedule	6 Hours
Unit – 02	Unit 2 – Collection of data : Primary data and its various methods of collection	6 Hours
Unit – 03	Unit 3 - Introduction to Questionnaires: Overview of questionnaire research, types and purposes of questionnaires, ethical considerations in survey research	6 Hours
Unit – 04	Unit 4 - Designing Survey Questions : Types of questions (open-ended, closed-ended, etc.), wording and formatting questions, avoiding bias and leading questions	6 Hours
Unit - 05	Unit 5 – Schedule : Concept of schedule, difference between schedule and questionnaire, merits and demerits of schedule	6 Hours

Course Description: This course aims to equip students with the knowledge and skills necessary to design effective questionnaires for various research purposes and create efficient survey schedules. Students will learn the principles of questionnaire design, survey methodology, and practical techniques for collecting data through surveys.

The objectives of the course:

1. Information Gathering: To collect data or information from a targeted audience or group regarding specific topics or areas of interest.
2. Research Purposes: To conduct research and gather insights into a particular subject matter.
3. Data Analysis: To analyze the collected data and draw meaningful conclusions or insights.
4. Decision Making: To aid in decision-making processes by providing relevant data and information.

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Head
Department of Economics
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5. Communication: To effectively communicate the purpose, methodology, and expectations associated with the questionnaire and schedule to the audience.
6. Feedback Collection: To receive feedback from stakeholders or participants regarding the questionnaire design, clarity, and relevance.
7. Project Planning: To outline the timeline and scheduling aspects of a project or initiative, ensuring clarity and alignment among team members or stakeholders.
8. Alignment and Agreement: To ensure that all parties involved are aligned on the objectives, timeline, and expectations associated with the questionnaire and schedule.

The learning outcomes:

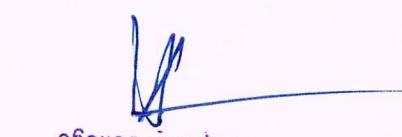
1. Understanding Research Methodologies: Participants will gain an understanding of different research methodologies and how questionnaires and schedules are used in data collection.
2. Communication Skills: Participants will enhance their communication skills by effectively presenting complex information in a clear and concise manner.
3. Data Analysis Skills: Participants will develop skills in analyzing and interpreting data collected through questionnaires and schedules.
4. Critical Thinking: Participants will engage in critical thinking by evaluating the effectiveness of the questionnaire design and the scheduling process.
5. Project Management Skills: Participants will learn how to effectively plan and manage projects by creating schedules and timelines.
6. Problem-Solving Abilities: Participants will develop problem-solving abilities by addressing any issues or challenges related to the questionnaire and schedule presentation.
7. Collaboration and Teamwork: Participants will understand the importance of collaboration and teamwork in implementing questionnaires and schedules effectively.

Overall, the learning outcomes aim to equip participants with the knowledge and skills necessary to conduct research, manage projects, and make informed decisions based on data analysis.

Textbooks:

1. 'Statistical Methods' by S.P Gupta


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Head of Department
Department of Economics
Kharupetia College


GRADING POLICY:


1)	90-----100	(A+)
2)	80-----89	(A)
3)	70-----79	(B+)
4)	60-----69	(B)
5)	50-----59	(C)




Assessment Guide :

Rnge of the Marks in Percentage	Letter Grade	Category	Grade Point
90 -----100	(A+)	Outstanding	10
80 -----89	(A)	Excellent	09
70 -----79	(B+)	Very Goog	08
60 -----69	(B)	Good	07
50 -----59	(C)	Average	06


(Dr. Mausumi Saha Kalita)
Principal
Kharupetia College


(Dr. Nur Jaman)
Co-ordinator, IQAC
Kharupetia College


(Dr. Mizanur Rahman)
HoD & Course Co-ordinator
Deptt. of Economics
Kharupetia College

Member :

- 1) DeepJyoti Deka
- 2) Semim Ajmainara Parbin
- 3) Basir Uddin Ahmed


Principal
Kharupetia College


Head
Department of Economics
Kharupetia College



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

ADMISSION NOTICE FOR ADD ON COURSE

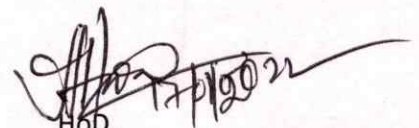
Date: 17/01/2022

This is for the information of all concerned that the Department of English is going to offer a 3 month Add on Course in English titled "English for Competitive Examinations" from the current Academic Session(2021-22).

Interested students of undergraduate level from any discipline may contact the undersigned by 22nd January,2022 for collecting necessary application forms and other formalities.


Co-ordinator
IQAC
Kharupetia College


Principal
Kharupetia College


HOD,
Dept. of English
Kharupetia College
KHARUPETIA COLLEGE



SYLLABUS OF

ADD ON COURSE

ON

ENGLISH FOR COMPETITIVE EXAMINATIONS

(Session: 2021-22)

OFFERED BY

DEPARTMENT OF ENGLISH

KHARUPETIA COLLEGE

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


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Kharupetia College



Syllabus of Add on Course

Name of the Course: "English for Competitive Examinations"

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:

1. To impart basic knowledge of English grammar and vocabulary of the learners so as to compete for various competitive examinations.
2. To equip the learners with the basic skills of correcting common grammatical errors.
3. To teach the learners about how to summarize the ideas of a long passage.

Course Outcomes:

1. At the end of the course, the learners are expected to acquire the knowledge of basic grammar so as to communicate effectively.
2. After completing the course, the learners will learn to avoid common grammatical errors.
3. It will help them to enhance their vocabulary and improve usage of the English language.


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Course Content

Unit I:

- Use of tenses
- Transformation of sentences
- Interrogative
- Negative
- Simple sentence, Compound Sentence, Complex sentence

Unit II:

- Synonyms
- Antonyms
- Homonyms
- Tag Questions

Unit III:

- Letter writing(Formal and informal)
- Précis writing
- Report writing

Assessment Procedure and Grading:

At the end of the course, the students will have to appear in an examination comprising of 50 marks. The questions will be multiple choice type. 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:

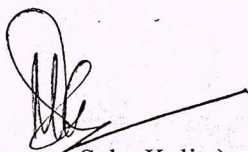

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Kharupetia College




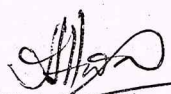
% Marks secured	Grade	Remarks
90-100	A+	Excellent
80-89	A	Very Good
70-79	B+	Good
60-69	B	Above Average
50-59	C+	Average
40-49	C	Pass

Recommended books and materials:

1. Eastwood, John: *Oxford Guide to English Grammar*. OUP, 1994
2. F.T.Wood: *A Remedial English Grammar for Foreign Students*, Macmillan
3. McCarthy, Michael and Felicity O Dell :*English Vocabulary in Use, Upper Intermediate with CD Rom*, Cambridge University Press, 2008.
4. Zemach, Dorothy E., and Lisa A. Rumisek :*Academic Writing: From Paragraph to Essay*. Macmillan, 2005.


 (Dr. Mausumi Saha Kalita)
 Principal
 Kharupetia College
 Principal
 Kharupetia College
 Kharupetia, Assam


 (Dr. Nur Jaman)
 Coordinator
 IQAC, Kharupetia College
 Co-ordinator
 IQAC
 Kharupetia College


 (Abdul Awal)
 Course Coordinator & HoD
 Dept. of English
 Kharupetia College
 HOD ENGLISH
 KHARUPETIA COLLEGE


 Principal
 Kharupetia College

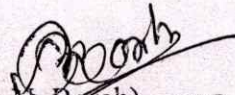
Department of Geography
Kharupetia College, Kharupetia
Session: 2021-2022




NOTICE

Date: 29 /10/2021

It is hereby informed to all the students of the Kharupetia College that an Add-On Course on – “Importance of Statistics in Geographical Analysis” will be started in the department of Geography, Kharupetia College, Kharupetia, Darrang, Assam from February, 2022. Therefore, all the interested students of the College are requested to contact to the department of Geography, Kharupetia College for their enrollment in the said Course on or before 21st January, 2022. The enrolment will be done on first come first chance basis.


(B. N. Borah) HEAD
HoD, Deptt. Of Geography
DEPARTMENT OF GEOGRAPHY,
KHARUPETIA COLLEGE


Co-ordinator
IQAC
Kharupetia College



Add-on Course

Department of Geography

On

Importance of statistic in geographical analysis

Year: 2021-2022



By

**Department of Geography
Kharupetia College, Kharupetia
Darrang, Assam
Pin-784115**


Principal
Kharupetia College

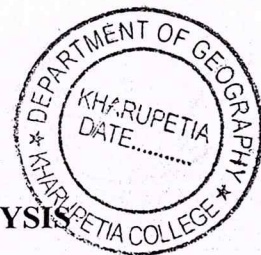


COURSE DESIGN

Add-on course

IMPORTANCE OF STATISTICS IN GEOGRAPHICAL ANALYSIS

Year: 2021-2022



Sl No	Course Unit	Unit-wise and Course Contents	Course Hour	Marks
1	Unit: I	Introduction on statistics: Meaning and definition of statistics, use of statistics in different field of study	10 hours	15
2	Unit: II	Types of Statistics and its use, Method of data collection, tabulation of different types of data and application of statistical tool on the collected data.	10 hour	15
3	Unit: III	Generalization of samples	5 hour	10
4	Unit: IV	Probability test & its outcomes for an event at a given location.	5 hour	10

The course will cover:

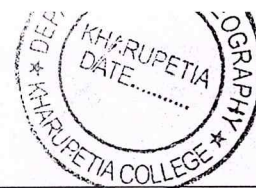
- ❖ It will provide basic knowledge about statistics
- ❖ It deals with the idea about use of statistics in different perspectives
- ❖ It provides vivid knowledge about application of different collected data for understanding of social phenomena to formulate policy alternative
- ❖ Statistics plays important role for scientific study of any social issues
- ❖ Role of statistics to understand the spatio-temporal pattern of geographical phenomena

Goal of introduction of this course

- ❖ Ambition or introduction of this course is to bring awareness about the need of study of Statistics
- ❖ As the statistics is a science of gaining knowledge from data in real-world settings, so, it aims to study the various facts and problems in the research field to evaluate the causes and results of the changes occurring in them.
- ❖ The goal of this study is to providing students with the skills and understandings phenomena in statistical perspective.
- ❖ It helpful to conduct various field survey likes - socio-economic survey, market survey, etc. (e.g. sampling methods).
- ❖ It aims at to understand the importance & helpfulness of statistic in geographical analysis to summaries the characteristics of a variables


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Add-on Course: 2021-22



Sl No	Title of Add-on Course	Academic Session	Total Students enrolled/ Certificate distribution
01	<i>Importance of Statistics in Geographical Analysis</i>	2021-22	78/70

Course Material:


All course material are provided within the course lesson

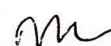
GRADING METHOD:

In any vital project there is a need to formulate well design plan. This will help to identify the objective to proceed ahead to the expected goal of given course and it will proved a path to proceed for making highly trained or skilled manpower in a particular activity. Add-on course introduced by the Department of Geography, Kharupetia College has its own objective and Vision. The Department of geography aim at, to provide minimum basic knowledge on the subject introduced for the benefit of the students' community of the college.


Assessment Criteria/ Guide

Range of Marks in Percentage	Letter Grade	Category	Grade point
95-100	A+	Outstanding	10
85-95	A	Excellent	09
75-85	B+	Very Good	08
65-75	B	GOOD	07
55-65	C+	Average	06
Bellow 55	C	Bellow Average	05

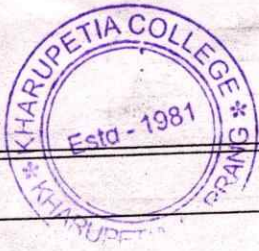

 Principal
 Kharupetia College
 (Dr Mousumi Saha Kalita)
 Kharupetia College


 Dr. N. Jaman)
 Co-ordinator

IQAC
 Kharupetia College

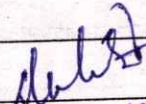

 (Bhupendra Nath Borah)
 Course COORDINATOR
 DEPARTMENT OF GEOGRAPHY
 KHARUPETIA COLLEGE

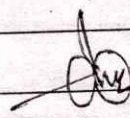

 Principal
 Kharupetia College



सूचना

सूचित किया जाता है कि हिन्दी विभाग की ओर से सत्र 2021-22 के लिए "हिन्दी में डि.टि.पी. एवं पुस्तक लिखित" विषयक एंड ऑन कार्यक्रम की गयी है। अतः उक्त विषय पर कृति रखनेवाले विद्यार्थियों से आग्रह किया जाता है विभागीय अध्यापकों से इस सम्बंध में सम्पर्क करें।


Co-ordinator
IQAC
Kharupetia College


05/02/2022
हिन्दी विभागाध्यक्ष
HEAD, DEPTT. OF HINDI
KHARUPETIA COLLEGE

SESSION: 2021-22

SYLLABUS OF DTP & PROOF READING IN HINDI



WEEK 1 – Basic/Fundamental Knowledge of Computer, Practical Classes

WEEK 2 - Introduction to MS word, Title bar, Menu bar, Save file, page set-up, Spacing front (Practical Classes)

WEEK 3 – Hindi Keyboard Keys Introduction, Practice, speed, Hindi typing (practical classes)

WEEK 4 – Do

WEEK 5 – Do

WEEK 6 – Manuscript/ proof reading sign and uses

WEEK 7 – Practice of Proof Reading (Practical classes)

WEEK 8 – Uses of grammatical symbol (practical classes)


WEEK 9 – Do

WEEK 10 – Do

WEEK 11 – Letter typing, page layout etc (Practical Classes)

WEEK 12 – Valedictory Program


Principal
Kharupetia College
Kharupetia, Assam


HoD, Hindi
Associate Professor & HoD
Department of Hindi
Kharupetia College


Principal
Kharupetia College



ADD ON COURSE

ON

METHOD OF HISTORICAL WRITINGS

Year: 2021-2022

By

**DEPARTMENT OF HISTORY
KHARUPETIA COLLEGE, KHARUPETIA
DARRANG, ASSAM
PIN-784115**


Principal
Kharupetia College



COURSE DESIGN
Certificate course on
METHOD OF HISTORICAL WRITINGS
Year: 2021-2022

Sl No	Course Unit	Unit and Course Contents	Course Hour	Marks
1	Unit: I	Meaning and Scope of History :- What is History, Meaning and Definition of History, Scope of History, Collection and Selection of data, Aims and Objectives of History,	10 hours	15
2	Unit: II	Categorization of History :- Economic History, Social History, Political History, Literary History, Legal History.	10 hour	15
3	Unit: III	History and other Discipline :- Archaeology and History, Geography and History, Sociology and History, Political Science and History, Literature and History	5 hour	10
4	Unit: IV	Traditions and Method of Historical Writings:- a) Greek Historiography. b) Roman Historiography .	5 hour	10

The course will cover:

- ❖ To acquire the basic knowledge of project work.
- ❖ To acquire the knowledge about the Method of writings
- ❖ Information about Research Methodology
- ❖ To give the idea to make a project work in a proper way.

Goal of introduction of this course

- ❖ In wider sense it identify the student group to motivate the community as well.
- ❖ To provide knowledge to the participant how to make a project writings.
- ❖ To define the aims and objective of a project writings.


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Add on Certificate Course: 2021-22



Sl No	Title of Certificate Course	Academic Session	Total Students enrolled/ Certificate distribution
01	METHOD OF HISTORICAL WRITINGS	2021-22	70

Course Material:

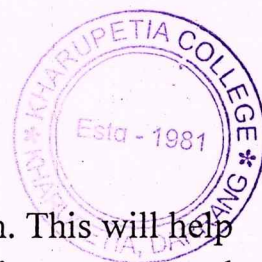
All course material are provided within the course lesson (Recommended books).

Methods of Evaluation:

The Department of History has prepared question paper for 50 marks and held an examination for evaluation. For evaluation of certificate course to maintain its standard students were instructed to carryout home assignment. Besides these, group discussion and debate on the topic also followed for the evaluation of the students . Above all, regularities and behavior of the students during the course period taken into account for the awards of certificate. However, in this course overall performance of the student is seen good .


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GRADING METHOD:



Any vital project there is a need to formulate well design plan. This will help to identify the objective to proceed ahead to the expected goal of given course and it will proved a path to proceed for making highly trained or skilled manpower in a particular activity. Add on course introduced by the Department of History, Kharupetia College has its own objective and vision. The Department of History has aims at to provide minimum basic knowledge on the subject introduced, for the benefit of the students' community of the college.

Assessment Criteria/ Guide

Range of Markes in Percentage	Letter Grade	Category	Grade point
90-100	A+	Outstanding	10
80-89	A	Excellent	09
70-79	B+	Good	08
60-69	B	Average	07
Bellow 60	C	Bellow Average	05

(Dr. Mausumi Saha Kalita)
Principal,
Kharupetia College,

Principal
Kharupetia College
Kharupetia, Assam

(Dr. Nur Jaman)
Coordinator, IQAC
Co-ordinator
IQAC-Kharupetia College,

(Abdul Hannan)
Course Coordinator
Department of History
Co-ordinator, ADD ON COURSE
Department of History
Kharupetia College

Counter Sign

HOD, History
Kharupetia College

Principal
Kharupetia College



Notice

Date: 31/12/2021

It is hereby inform to all the students of department of History that a Add on course on “ METHOD OF HISTORICAL WRITINGS “ will be started in the department of History , Kharupetia College from February , 2022. Therefore all the interested students of the department are requested to contact the HoD for their enrollment in the said course.

Signature

Course Coordinator

Department of History

Kharupetia College

~~Co-ordinator, ADD ON COURSE~~
~~Department of History~~
~~Kharupetia College~~

HoD, History
Kharupetia College

Principal
Kharupetia College

Co-ordinator
IQAC
Kharupetia College



ADD ON COURSE

ON

APPLICATION OF MATHEMATICS IN VARIOUS FIELD

SESSION: 2021-2022

DEPARTMENT OF MATHEMATICS

KHARUPETIA COLLEGE

Kharupetia, Darrang (Assam)

Pin-784115


**Principal
Kharupetia College**



Course Design

Add on Course on Application of Mathematics in various field.

SL No	Details of Course Unit	Course Hours
Unit-01	Introduction: Basic Concept of Mathematics. The basic operation in Mathematics are addition, subtraction, Multiplication, and division. what is BODMAS Rule. etc	6 hours
Unit-2	what are the application of Mathematics. in our daily life Managing money / Balancing the check book / Shopping for the best price / Preparing food / Figuring out distance, time and cost of travel / Understanding loans for cars, truck, homes, schooling or other purposes / understanding The sports Playing music.	6 hours
Unit-3	How Maths is used in agriculture: Mathematical models are used to analyze the economics of farming, taking into account factors such as the cost of inputs, market price and used in banking for budgeting, spending, saving and investing.	6 hours
Unit-4	Application in Science and Technology.	6 hours
Unit-5	Application of Algebraic Identity $(a+b)^2 = a^2 + 2ab + b^2$ $(a+b)^3 = a^3 + 3a^2b + 3ab^2 + b^3$ $(a-b)^2 = a^2 - 2ab + b^2$ $(a^2 - b^2) = (a+b)(a-b)$ In Physical Significant.	6 hours

The course will cover:-

- Basic concept of Mathematics.
- Basic concept of Science & technology.
- Basic concept of application of mathematics in our daily life.
- explaining observed phenomena and predicting new, as yet observed, phenomena.


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- Data analysis ,engineering designs , Risk assessment, financial planning and statistical Modelling .

Course Goal:-

- To create interest in learning mathematics amongst students.
- To make the students rational and enable to judge scientifically.
- To Develop self confident for solving mathematical problem among the students.
- To make all students know the importance of mathematics.

Course materials:-

All Course materials are provided within the Course lessons.

Grading Policy:

90-100.....	A+
80-89.....	A
70-79.....	B+
60-69.....	B
50-59.....	C+
40-49.....	C

Course Description:-

This course deals with nature of mathematics, appreciation of it's practical, Intellectual and aesthetic dimensions and application of Mathematical tools in daily life. Application of Mathematics are cooking, Decorating, Management, shopping, sports, Time management, Budgeting, Music, Exercising, Math in everyday life, sewing, Technology, Banking, Driving, foundation of other subject, gardening, preparing food etc.


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4

Leanning out Comes:-

- **Problem Solving:** Students will demonstrate ability the ability to solve problems, Including applications outside of mathematics.
- **Mathematical Communications:-** Students will demonstrate the ability to communication mathematical ideas clearly. They will use Correct mathematical terminology and proper mathematical notation.

Student Completing the B.S. in mathematics Should be able to analyze and interpret data to produce meaning conclusions and recommendations and explain staticstics in writing

Assessment Guide.

Range of marks in percentage	Letter Grade	Category	Grade Point
90-100	A+	Outstanding	10
80-89	A	Excellent	09
70-79	B+	Very Good	08
60-69	B	Good	07
50-59	C+	Above Average	06
40-49	C	Average	05

Dr. Mousumi Saha Kalita
Principal,
Kharupetia College
Principal
Kharupetia College
Kharupetia, Assam

Dr. Nur Jaman
Co-ordinator IQAC
Kharupetia College
Co-ordinator
IQAC
Kharupetia College

Abdur Rahman
Course Co-ordonator
Kharupetia College
HoD Mathematics
Kharupetia College

HoD Mathematics
Kharupetia College

Principal
Kharupetia College



**Department of Mathematics
Kharupetia College**




NOTICE

Date: 21-01-2022

It is hereby informed to all the students of Kharupetia College of B A 2nd semester that a Add on course on " Application of Mathematics in various field " will be started in the Department of Mathematics Kharupetia College from Feb. 2022.

Therefore, all the interested students of B A 2nd semester of Kharupetia College are requested to contact the HoD, Mathematics for their enrollment in the said course.


20/01/22.

Abdur Rahman

HoD,

Department of Mathematics

Kharupetia College

**HoD Mathematics
Kharupetia College**



Principal
Kharupetia College


Co-ordinator
IQAC
Kharupetia College

DEPARTMENT OF PHILOSOPHY **KHARUPETIA COLLEGE, KHARUPETIA**

Dist- Darrang , Assam, Pin- 784115




NOTICE

Date: 08/11/2021

It is hereby informed to all the students of the Kharupetia College that an Add On Course on-"BUSINESS ETHICS " will be started in the department of Philosophy, Kharupetia College, Kharupetia, Darrang. Assam from February. 2022. Therefore, all the interested students of the College are requested to contact to the department of Philosophy , Kharupetia College for their enrollment in the said Course on or before 21" January. 2022. The enrolment will be done on first come first chance basis.


Co-ordinator
IQAC
Kharupetia College


Principal
Kharupetia College


(Pranati Dutta)
HoD, Deptt. Of Philosophy
Kharupetia College

HoD, Philosophy
Kharupetia College, Kharupetia
Darrang, Assam



ADD ON COURSE

BY

DEPARTMENT OF PHILOSOPHY

KHARUPETIA COLLEGE

KHARUPETIA : DARRANG : ASSAM : PIN-784115

SESSION : 2021- 2022



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Kharupetia College

CERTIFICATE COURSE ON
-: BUSINESS ETHICS :-
COURSE DURATION : 30 HOURS
MARKS : 100



Content of the Topic :-

Sl.No	Course Unit	Course Hour
Unit-1	1.1 Meaning and definition of ethics 1.2 Nature of ethics 1.3 Meaning and definition of business ethics 1.4 Nature of business ethics 1.5 Importance of business ethics 1.6 Significance of business ethics 1.7 Summary	6 Hours
Unit-2	2.1 Scope of business ethics 2.2 Various sources of business ethics 2.3 Levels of business ethics 2.4 Types of business ethics 2.5 Fundamentals of business ethics 2.6 Summary	6Hours
Unit-3	3.1 Social responsibility of business and business ethics 3.2 Need for social responsibility 3.3 Arguments for social responsibility 3.4 Arguments against social responsibility 3.5 Reality of social responsibility 3.6 Responsibility towards different internet groups 3.7 Summary	6Hours
Unit-4	4.1 Code of conduct 4.2 Code of conduct and business ethics 4.3 Importance of code of conduct in business 4. 4 Best practices for creating and enforcing a code of conduct 4.5 Summary	6 Hours


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 Kharupetia College



Unit-5	5.1 Overview 5.2 Questionary	6 Hours
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Course Description :

This course is an examination of ethical issues and dilemmas facing contemporary businesses. The course covers management's ethical and social responsibilities and the need for awareness of social justice in management practices and business activities. Orientation to an ethical decision-making framework is explored.

Course Goal:

Increasing ethical knowledge in business.

Improving ethical skills to strengthen ethical sensitivity, awareness and judgement in business.

Developing ethical behavior in business.

Course Material :

Recommended Books :

1. Business Ethics, An Indian Perspective,
Writer : A. C. Fernando
K. P. Muralidharan
E. K. Satheesh
Publisher : Pearson Education (Third Edition)
2. Business Ethics and Corporate Governance
Writer : C. S. V. Murthy
Publisher : Himalaya Publishing House
3. Ethical Business : Corporate Use of Codes of Conduct
Writer : Simon Webley
Martin Le Jeune
Publisher : Institute of Business Ethics

Grading Policy:

90-100	A+
80-89	A
70-79	B+
60-69	B
Below 60%	C


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Learning outcomes :

Introduction and orientation to an ethical decision-making framework

Understand, and evaluate various organizational influences affecting ethical decisions

Present and analyze ethical and moral issues

Explore ethical theories

Identify and evaluate business ethics theory and corporate social responsibility

Assessment Guide :

Range of Marks in Percentage	Letter Grade	Category	Grade Point
90-100	A+	Outstanding	10
80-89	A	Excellent	09
70-79	B+	Very Good	08
60-69	B	Good	07
Below 60%	C	Average	06

(Dr. Mausumi Saha Kalita)

Principal, Kharupetia College

Principal
Kharupetia College
Kharupetia, Assam
MEMBER :

JyotishSaharia

(Dr. Nur Jaman)

Coordinator, IQAC

Co-ordinator
IQAC Kharupetia

Course Coordinator

(Pranati Dutta)

HoD, Philosophy
HoD, Philosophy
Kharupetia College, Kharupetia
Darrang, Assam

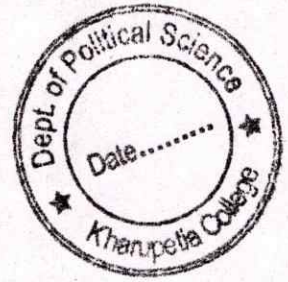
Dr. Jakir Hussain Choudhary

Ayacha Siddika Islam

Principal
Kharupetia College




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



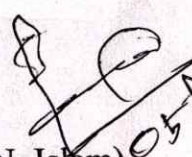
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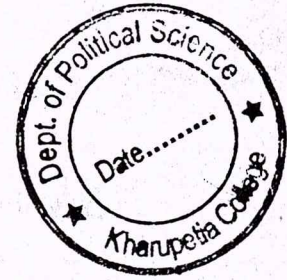
Date 05-09-2021

This is to notify to the students of B.A 1st semester (Major and Regular), that the Department of Political Science is going to introduce an Add on course on "Gaon Panchayat" for the session 2021-22. Interested students are hereby asked to collect the admission form of the given course from the Department. The duration of the course will be of 30 hours. Classes will commence during the period February 2022-April 2022.


Co-ordinator
IQAC
Kharupetia College


Principal
Kharupetia College


(Dr N. Islam)
HoD
Political Science
Kharupetia College
05/09/21
Head of the Department
Political Science
Kharupetia College



Add on Course
on
Gaon Panchayat
Session 2021-22



By

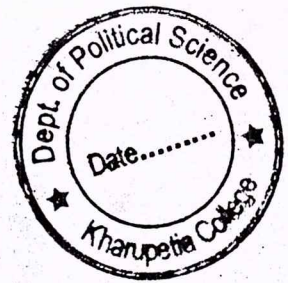
Department of Political Science

Kharupetia College

P. O: Kharupetia, District: Darrang (Assam)

Pin: 784115


Principal
Kharupetia College



COURSE DESIGN

Add on Course on Gaon Panchayat

Course Code- 01

Paper: Theory

100 Marks



Sl No	Course Unit	Course Hours
Unit-I	Introduction: Concept & Origin of Gaon Panchayat, Structural growth of Gaon Panchayat in Assam, Implementation of 73 rd Amendment Act in Assam	10 Hours
Unit-II	Composition, Powers and functions of Gaon Panchayat, Tenure and Removal of President & Vice President	10 Hours
Unit-III	Gaon Sabha: Composition, Power & Functions, Social Audit	10 Hours

The course will cover:

- Basic understanding of roles & responsibilities of Gaon Panchayat
- Duties and responsibilities of elected representatives
- Importance of third tier of governance
- Gaon Sabha's role as the lowest level of governance


Course Goal:

- To empower the participants of the course regarding local governance in rural areas
- To help participants to participate in developmental activities of the gaon panchayat
- To provide basics of social accountability and social audit

Course material:

All course materials are provided with in the course lessons.


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90-100	A+	Outstanding	10
80-89	A	Excellent	09
70-79	B+	Very Good	08
60-69	B	Good	07
Below 60	C	Average	06

Course Description:


This programme will highlight the importance of local self governance in rural India, by specially focusing on Gram Panchayats. This course will focus on the evolution and role of gaon panchayat. Introduction of third tier of governance in India has put the concept of democracy from below in real sense. In the third tier, Gaon Panchayat performs as the administrative unit which is responsible for social and economic welfare.

Learning Outcomes:

- This course will make the participants aware regarding their role in welfare and development of villages under the Gram Panchayat
- The course will help students to impart an inclusive role and ensure participatory democracy.

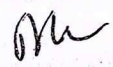
Evaluation Methods:

We have prepared question papers and held examination of 50 marks objective test for evaluation. Total obtained marks of the students have been graded under 100 marks. Additionally, Group Discussions and Debating system is followed for evaluation. The evaluation process also undertook the regularity and sincerity of students for the given course.

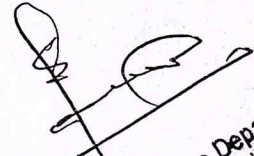


(Dr Mausumi Saha Kalita)
Principal
Kharupetia College

Principal
Kharupetia College
Kharupetia, Assam



(Dr Nur Jaman)
Coordinator, IQAC
Co-ordinator
Kharupetia College

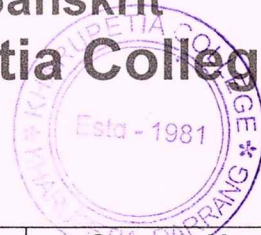


(Dr N. Islam)
Course Coordinator & Head of the Department
Department of Political Science
Kharupetia College



Principal
Kharupetia College

Course Design
Add-on Course on “ How to Learn Sanskrit”
Department of Sanskrit, Kharupetia College
Total Marks- 100
Session: 2021-22




Sl. No.	Course Unit	Marks	Course Hours
Unit-1	Introduction to General Sanskrit Grammar.	20	6 Hours
Unit-2	Conjugation, Declaration and Sentence formation	20	6 Hours
Unit-3	Specific rules of General Sanskrit language	20	6 Hours
Unit-4	Communication through Conversation with Sanskrit	20	6 Hours
Unit-5	Conclusion and findings	20	6 Hours

Course goal : To make aware of the students about Sanskrit Language
 : To introduce the students about basic knowledge of grammar
 : Identify and define Sanskrit language among world language.
 : To make a study about their knowledge on Sanskrit

Grading Policy:

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


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Course material:

Books-

1. Higher Sanskrit Grammar: A.Macdonell
2. English Sanskrit Dictionary: V.S Apt
3. Vyakaran Kaumudi: Isvar Chandra Vidyasagar

Course Description:

If is a good practice to layout on indepth language plan.

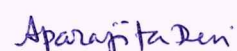
Learning outcome: Students will get knowledge of Sanskrit Grammar, There by a motive for Sanskrit study will be created.



Dr. Mousumi Saha Kalita.
 Principal
 Kharupetia College
 Kharupetia : Assam



Co-ordinator IQAC
 Kharupetia College



Aparajita Devi
 HoD & Course Co-ordinator
 Deptt. of Sanskrit
 Kharupetia College
 HoD & Course Co-ordinator
 Department of Sanskrit
 Kharupetia College

DEPARTMENT OF SANSKRIT

KHARUPETIA COLLEGE, KHARUPETIA



Notification

It is for general information on for all the concerned students of Kharupetia College that the department of Sanskrit is offering a certificate course on "How to learn Sanskrit" for the session 2021-2022. Therefore all the interested students are requested to undergo admission for all said course.

Apni
H.O.D

Head of the Department of Sanskrit

Head of Department
Dept. of Sanskrit
Kharupetia College


Principal
Kharupetia College




Department of Sanskrit
Kharupetia College
Session 2021-22

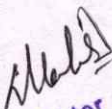
NOTICE

It is for general information for the students of sem II that an add-on course is going to be held from February/2022 under the aegis of Sanskrit Department. So interested students are asked to join the course and make it success. Topic of the course is 'How to learn Sanskrit'.

Aparajita Devi
Signature H.O.D. Sanskrit
27.12.21

HoD & Course Co-ordinator
Department of Sanskrit
Kharupetia College


Principal
Kharupetia College


Co-ordinator
IQAC
Kharupetia College