



**A Summary Report on 3 Month Spoken English Course
offered by the Department of English, Kharupetia College**

Name of Course: Spoken English Course

Session : 2020-21

Name of the Course: 3 Month Spoken English Certificate Course

Duration of the Course: 3 months(30 hours)

Total intake capacity: 278

Year of introduction: 2014-15

Eligibility: Students of Undergraduate level from any discipline

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

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.

Curriculum/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, 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

Verified
Principal
Kharupetia College

(Contd- 2)



- 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.


In the year 2020-21, altogether 278 students were enrolled in the aforesaid course. But due to COVID 19 pandemic, off line classes could not be taken. There were mostly on line classes through Zoom/ Google Meet platform. Out of 278 students enrolled only 150 students appeared in the Examination. Altogether 142 students came out successful and were awarded certificates.

Course Outcome: Outcome of the Spoken English Course offered by this Department has been positive. The course objectives have been achieved as evident from the performance of the students in the examination conducted at the end of the course.

The following faculty members took classes of the Spoken English Course:

1. Abdul Awal, HoD, Dept. of English
2. Dr. Rukan Uddin Ahmed, Asst. Professor.
3. Mr. Naren Sarmah


Principal
Kharupetia College


Course Coordinator & HOD
Dept. of English
KHARUPETIA COLLEGE



Report on Certificate Course: Field Technician Computing and Peripherals
Kharupetia College, Assam.
Under National Skill Development Corporation (NSDC)
Session : 2020-21

Kharupetia College, under the National Skill Development Corporation (NSDC), offered a certificate course in Field Technician Computing and Peripherals. This program aimed to equip students with the technical skills and knowledge required to troubleshoot, repair, and maintain computer systems and peripherals.


Course Objectives

- To impart hands-on experience in computer hardware assembly, disassembly, and maintenance.
- To train students in the installation and configuration of operating systems and applications.
- To provide knowledge of network fundamentals and basic troubleshooting techniques.
- To instill professional ethics and customer service skills.

The course was often delivered through a combination of classroom lectures, practical demonstrations, and hands-on labs. Students were provided with access to computer labs equipped with necessary hardware and software.

Upon successful completion of the course, students received a certificate from ASDM (Assam Skill Development Mission), Training Centre at Kharupetia College. This certification enhanced their employment prospects in the IT industry.


Principal
Kharupetia College


In- Charge
NSDC Training Partner
Kharupetia College

Summary Report on 3 Months Basic Computer Literacy Course offered by the Kharupetia College

Name of Course: 3 Months Computer Literacy Course

Session : 2020-21

Name of the Course: 3 Months Computer Literacy Course

Duration: 3 Months (30 hours)

Total intake capacity: 235

Year of introduction: 2014-15

Eligibility: Students of Undergraduate level from any discipline

Course designed by: Er. Sariful Islam, M.Tech, Faculty, Dept. of IT(B.Voc) Kharupetia College

Curriculum:

This course is designed to equip learners from all disciplines with basic Computer skills which have become essential for technical works in the globalized 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.

The curriculum/course contents will have one theory component and one Practical component. The entire course contents have been divided into the following three units.

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 Procedures 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

Verified
Principal



syllabus. The remaining 25 marks will be based on practical activities like Computer test and other activities as mentioned in the syllabus. Students must secure minimum 40% of the total marks in order to qualify for a certificate.

In the year 2020-21 altogether 278 students were enrolled in the aforesaid course, but only 150 appeared in the Examination. Altogether 142 students came out successful and were awarded certificates. The pass percentage was 95.34%.

Course Outcome: Outcome of the Spoken English Course offered by this Department has been positive. The course objectives have been achieved as evident from the performance of the students in the examination conducted at the end of the course.

The following faculty members took classes of the Spoken English Course:

1. Er. Sariful Islam Asst. Professor B.Voc(IT)
2. Nilok Rajbongshi , Asst. Professor.

Verified
Principal
Kharupetia College

Signature of Coordinator
Skill Development Course
Kharupetia College