Summary Report on 3 Month Spoken English Course offered by the Department of English
Name of Course: Spoken English Course
Session : 2018-19

Name of the Course: 3 Month Spoken English Certificate 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: 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 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

- 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 have to appear in an examination comprising of 50 marks. The theory part of the examination comprises of 25 marks covering different aspects of the syllabus. The remaining 25 marks are 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 2018-19, altogether 235 students were enrolled in the aforesaid course, but only 222 appeared in the Examination. Altogether 216 students came out successful and were awarded certificates. The pass percentage was 97.29.

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.

Course Coordinator & HoD
Dept. of English
KHARUPETIA COLLEGE

Verified

Principal
Kharupetia College

Summary Report on 3 Months Computer Literacy Course offered by the Kharupetia College
Name of Course: 3Months Computer Literacy Course
Session : 2018-19

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

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 2018-19, altogether 235 students were enrolled in the aforesaid course, but only 222 appeared in the Examination. Altogether 216 students came out successful and were awarded certificates. The pass percentage was 96.28.

Course Outcome: Outcome of the Spoken English Course offered by Khharupetia College 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.
2. Nilok Rajbongshi , Asst. Professor.

Signature of Course Coordinator
Co-ordinator
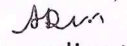Skill Development Course
Kharupetia College

Report on Certificate Course in Sanskrit Language
Session- 2018-19

      Certificate Course in Sanskrit language is a non-formal Sanskrit Education Course conducted by Central Sanskrit University, under Ministry of Education, Govt of India. With a view to opening the Certificate course in Sanskrit language, a non-formal Sanskrit Education Centre was opened in Kharupetia College from the session 2018-19. Duration of the course is 8 (Eight) months (From July 2018 to May 2019). Course curriculum of the course is Prathama Diksha Published by Central Sanskrit University. Under it, five books-Varna mala, Vakya-vyabahara, Vakyavistarah, Sambhashanam and Parishistam.

      The examination is conducted by Central Sanskrit University at the end of the course. Students are given two chances to pass the examination in two consecutive years only.

      One teacher was appointed in this regard by Central Sanskrit University. Number of students enrolled for the course is 33. After completion of the course, examination was held on offline mode. 32 Students passed the Examination.

Principal
Kharupetia College

Course Co-ordinator & HoD,
Dept of Sanskrit
Kharupetia College

Head of Department
Dept. of Sanskrit
Kharupetia College