REPORT
ON

CERTIFICATE COURSE IN OFFICE AUTOMATION

Session: 2021 - 22

Submitted
by
Department of Information Technology

SCIENCE COLLEGE, KOKRAJHAR
BTR, ASSAM

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1. Introduction

Certificate course in Office Automation is an IT professional course. This course covers almost all basic operations of computer. Participants taking this course will be able to confidently handle PC, gather fundamentals of computers, data and information, various software applications used in OA, basic of internet & how to use it and increase ability to analyze and solve problems using computational thinking.

Name of the Course: : Office Automation

Institution : Science College, Kokrajhar

Level : Introductory

Subject : Any Subject

Language : English

Number of candidates enrolled : 25 Nos

Nature of Course : Theory and Practical

Course Duration : 30 hours (Two Credits)

Intake: : 40 Nos.

Evaluation Proces:
- Class participation - 20 %
- Final examination on - 80 %
  - Theory 30 Marks
  - Practical 50 Marks
  - Pass Marks 40 %

2. Name of Candidates Enrolled in the course

1. AKASH KOCHARY
2. AKHINUR ALI
3. ANGSUMAN BORO
4. ANKURJYOTI RAY
5. ANURADHA RABHA
6. BALIT BORO
7. DERHASAR NARZARY
8. DEVID ROY
9. DIMASA OWARY
10. DIPANKAR BRAHMA
11. FWRDAN BASUMATARY
12. JWNGMA BASUMATARY
13. JWNGSAR OWARY
14. KANAK MACHAHARY
15. KUSWA BRAHMA
16. MANISHA MAHILARY
17. MONOJOY RABHA
18. MUKUT SWARGIARY

19. NANDITA NARZARY
20. RITHIKESH KR PAUL
21. ROBEN BARO
22. SAHEENI SAHA
23. SUBUNGSA BASUMATARY
24. TRIDIP NARZARY
25. VIKRAM ESLARY

3. Programme Schedule

Day	Venue	Reporting time
Friday	IT Laboratory, Science College, Kokrajhar	3.00 PM - 4.30 PM
Saturday	IT Laboratory, Science College, Kokrajhar	3.00 PM - 4.30 PM
Sunday	IT Laboratory, Science College, Kokrajhar	3.00 PM - 4.30 PM

4. About the Course

This course introduces the basic concepts of Fundamentals in Computer and data base management system and analyze. Participants taking this course will be able to confidently handle PC and increase ability to analyze and solve problems using computational thinking, various software applications used in OA, basic of internet & how to use it and increase ability to analyze and solve problems using computational thinking.

5. Course Aim and Objective

The main motive is to impart the knowledge and understanding about a computer system and familiarize the participants to work with PC with confidence. The broad objectives of the course are:

1. To understand the fundamentals of computer and their architecture.
2. To learn how to use operating systems, MS Word, MS Excel applications.
3. To have hands on experience to become a user of PC.
4. To develop tally and computer automation.
5. To increase ability to analyze and solve problems using computational thinking.
6. To increase ability to use internet, creating E-mail Account, Sending and Receiving E-mail.

6. Syllabus

Unit 1: Introduction and Basic Concept of Computer

Data processing in computer, basic units of measurement, basic hardware of a PC system, Central processing unit, memory unit, input device, scanning devices, image capturing device, out put devices, secondary storage devices, hard disk derive optical discs, optical drives, motherboard, Operating System, Windows, MS Office.
Practical

Unit 2: Tally

Introduction, account Fundamentals, manual accounts, computer accounting, MS excel.
Practical

Unit 3: Data Base Management System

Introduction, objectives, subdivisions of SQL, data manipulation language commands, select Query and clause and function, embedded SQL, dynamic SQL, procedure and function, creating procedure, data and time function, arithmetic functions, deleting procedure.
Practical

Unit 4: Internet

Introduction, HTML, Browsing, creating E-mail account, sending/ receiving e-mail etc.
Practical

7. Outcome of the Course

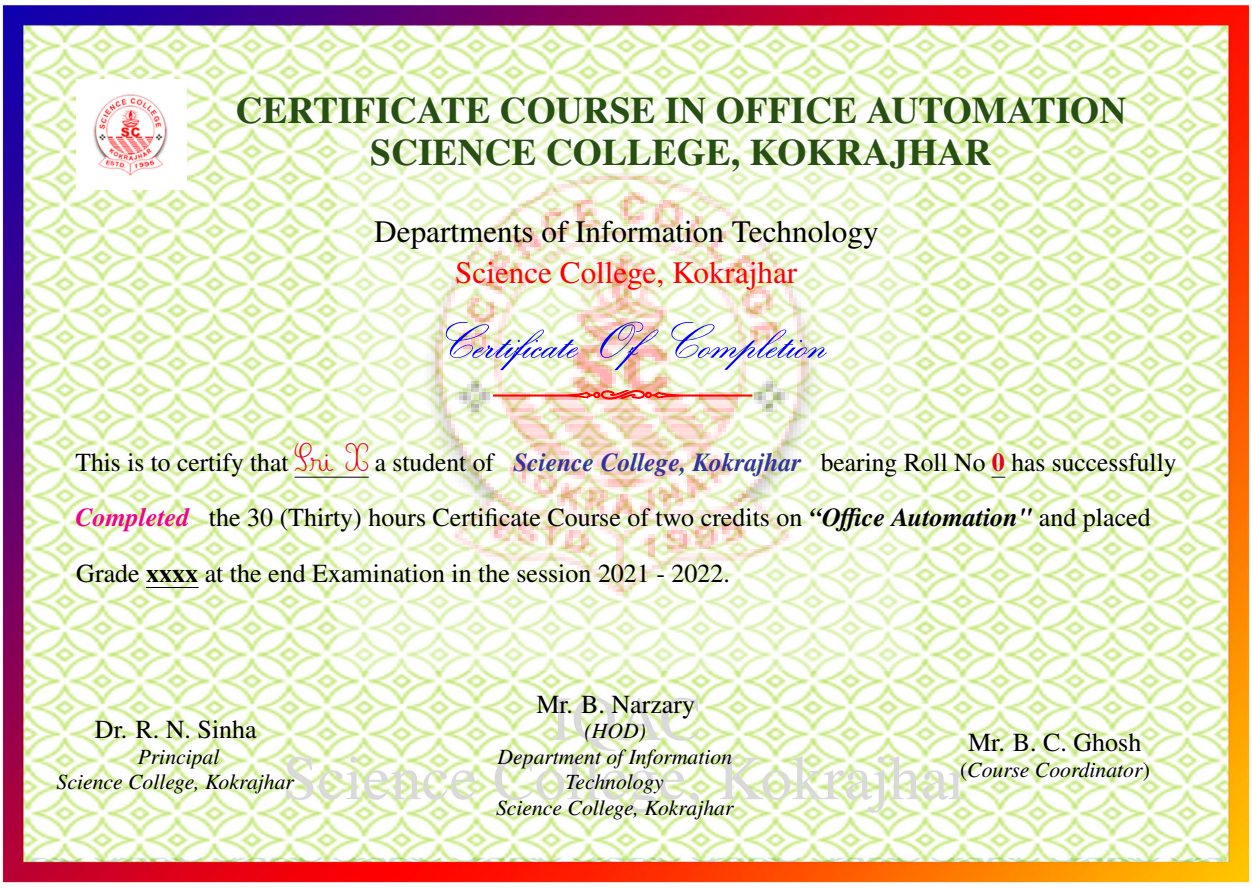
Participants, after completion this course of the course will be able to empower themselves in

1. Solid understanding of computer system
2. Knowledge about Hardware component
3. Knowledge about Software type.
4. Familiarity with database management principle and technique.
5. Practical skill of use of internet, creating E-mail Account, Sending and Receiving E-mail..
6. Ability to analyze and solve problems using computational thinking.
7. Data manipulation and querying.

8. Results Of the Candidates

After the completion of theory and practical classes, end-term examination was conducted in both theory and Practical. All the 25 (Twenty five) candidates comes out successfully with Grade A in both theory and practical examinations.

9. Sample Certificate



CERTIFICATE COURSE IN OFFICE AUTOMATION
SCIENCE COLLEGE, KOKRAJHAR

Departments of Information Technology
Science College, Kokrajhar

Certificate Of Completion

This is to certify that Sri X a student of ***Science College, Kokrajhar*** bearing Roll No **0** has successfully ***Completed*** the 30 (Thirty) hours Certificate Course of two credits on ***"Office Automation"*** and placed Grade **xxxx** at the end Examination in the session 2021 - 2022.

Dr. R. N. Sinha
Principal
Science College, Kokrajhar

Mr. B. Narzary
(HOD)
Department of Information Technology
Science College, Kokrajhar

Mr. B. C. Ghosh
(*Course Coordinator*)

Science College, Kokrajhar

Mr. B. Narzary
HOD
Department of Information Technology
Science College, Kokrajhar

Mr. B. C. Ghosh
Course Coordinator

ATTENDENCE SHEET OF THE CANDIDATES

Certificate Course Name Office Automation

Months .....June....2023.....

Session – 2022 – 23

Sl. No.	NAME OF THE CANDIDATE	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
1	SHEIK JUNAID AHAMED									P	P	P					P	P	P					P	P	P					P	
2	JONAKI BASUMATARY									P	P	P					P	P	P					P	P	P					P	
3	SANJU BASUMATARY									P	P	P					P	P	P					P	P	P					P	
4	RODRICK NARZARY									P	P	P					P	P	P					P	P	P					P	
5	GEOLANGSHAR BASUMATARY									P	P	P					P	P	P					P	P	P					P	
6	DEPUTY MASHAHARY									P	P	P					P	P	P					P	P	P					P	
7	BONY MOSHAHARY									P	P	P					P	P	P					P	P	P					P	
8	KHUSBU BASUMATARY									P	P	P					P	P	P					P	P	P					P	
9	CHIDANANDA DAIMARY									P	P	P					P	P	P					P	P	P					P	
10	MIJING BASUMATARY									P	P	P					P	P	P					P	P	P					P	
11	SOURAV ROY									P	P	P					P	P	P					P	P	P					P	
12	BHASKAR JYOTI BASUMATARY									P	P	P					P	P	P					P	P	P					P	
13	ABUSHAMA SHEIKH									P	P	P					P	P	P					P	P	P					P	
14	ABHISHEK DAS									P	P	P					P	P	P					P	P	P					P	
15	JYOTI BASUMATARY									P	P	P					P	P	P					P	P	P					P	

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Certificate Course Name Office Automation

Months ..... June 2023 .....

Session – 2022 – 23

16	JASHMI BORO									P	P	P					P	P	P					P	P	P					P		
17	PRITHIRAJ BASUMATARY									P	P	P					P	P	P					P	P	P					P		
18	DWIMA BASUMATARY									P	P	P					P	P	P					P	P	P					P		
19	NAYANJYOTI BRAHMA									P	P	P					P	P	P					P	P	P					P		
20	PRIYA BASUMATARY									P	P	P					P	P	P					P	P	P					P		
21	SAYNUR AKTARA									P	P	P					P	P	P					P	P	P					P		
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25	JEKOLIN MACHAHARY									P	P	P					P	P	P					P	P	P					P		
26	DWITHUN BRAHMA									P	P	P					P	P	P					P	P	P					P		
27	BARPUNG NARZARY									P	P	P					P	P	P					P	P	P					P		
28	SHIMJIM BASUMATARY									P	P	P					P	P	P					P	P	P					P		
29	SUNSWRANG BORO									P	P	P					P	P	P					P	P	P					P		
30	BHUM BASUMATARY									P	P	P					P	P	P					P	P	P					P		
31	SWGWMSAR BASUMATARY									P	P	P					P	P	P					P	P	P					P		
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34	DHANURAJ BASUMATARY								P	P	P					P	P	P					P	P	P					P	
35	ALBERT MINZ								P	P	P					P	P	P					P	P	P					P	
36	SINESH HEBROM								P	P	P					P	P	P					P	P	P					P	
37	NABAJIT RAJBANGSHI								P	P	P					P	P	P					P	P	P					P	
38	JOHNSON EKKA								P	P	P					P	P	P					P	P	P					P	
39	SHUBHAM BORA								P	P	P					P	P	P					P	P	P					P	
40	UTTAM CH. NAMO DAS								P	P	P					P	P	P					P	P	P					P	

Signature of the Course Coordinator

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25	VIKRAM ESLARY										P	P					P	P	P					P	P	P				

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25	VIKRAM ESLARY	P	P	P					P	P	P					P	P	P					P	P	P						

Signature of the Course Coordinator

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A REPORT ON THE CERTIFICATE COURSE CONDUCTED BY THE DEPARTMENT OF ENGLISH

SCIENCE COLLEGE, KOKRAJHAR

FOR THE SESSION 2021-22

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CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

DEPARTMENT OF ENGLISH

SCIENCE COLLEGE, KOKRAJHAR

INTRODUCTION: The course will help the students understand the use of language, to work on grammar, pronunciation and to expose the students to English in life-like situations outside the classroom.

NAME OF THE COURSE: Certificate Course in Communicative English

COURSE CODE: CCCE

INSTITUTION: Science College, Kokrajhar

LEVEL: Semester I

SUBJECT: Any

NUMBER OF STUDENTS: 50 (Fifty)

NATURE OF COURSE: Theory

DURATION OF COURSE: 30 hrs, 2 classes a week for 2 hrs (Approximately 3 months)

COURSE STRUCTURE: 100 Marks

MEDIUM OF INSTRUCTION: English

CLASS HOURS: 3:00-5:00 /2: 00-4:00 PM (twice a week, preferably Friday & Saturday)

EVALUATIVE METHOD: The course will be based on internal assessment and written examination on the entire course content; 20% Viva-Voce and, 80% Written. Minimum mark to pass is 40%.

COUNSELLOR(s): Mrs Tribeni Mandal, Dr Mamoni Dhar, Miss P J Sapruna

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BOARD OF STUDIES

CHAIRPERSON: Dr Sharmistha Chakraborty, Vice- Principal, Science College, Kokrajhar

MEMBER SECRETARY: Mrs. Tribeni Mandal, Asst. Prof. & HOD, English, Science College, Kokrajhar

MEMBERS

Biswajit Nath, Co-ordinator, IQAC, Science College, Kokrajhar

Dr Mamoni Dhar, Asst. Prof. & HOD, Dept of Mathematics, Science College, Kokrajhar

Dr Jahnovi Brahma, Asst. Prof., Dept of Botany, Science College, kokrajhar

Miss P J Sapruna, Asst. Prof., Dept of Zoology, Science College, kokrajhar

COURSE COORDINATOR

Mrs Tribeni Mandal, Asst. Prof. & HOD, English, Science College, Kokrajhar

Certificate of completion will be issued to the participants who successfully completes and passes the examinations.

Approved

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ABOUT THE COURSE: To impart knowledge about the appropriateness in grammar and acceptability of the English language. It would help the students to be able to effectively communicate in the language. It would involve using appropriate grammar, vocabulary and pronunciation to convey ideas and information.

AIM AND OBJECTIVE: To enable the students, learn correct pronunciation, spelling, meaning and usage of English vocabularies. To make them frame correct sentences with known vocabularies. To enhance the student's communication skills by giving adequate exposure in writing skills and achieve communicative goals in a socially appropriate manner.

OUTCOME OF THE COURSE:

- Students will be confident enough to communicate in English in and outside the institution.
- Students will be able to pronounce accurately.
- Students will have a good command over the language.

SYLLABUS:

TOPIC 1: Pronunciation (Speech Mechanism, Vowels and Consonants, Organs of Speech, Phonetic Alphabet)

TOPIC 2: Grammar and Vocabulary (Time and Tense, Word Formation, Word Power)

BOOKS FOR REFERENCE:

1. A.S. HORNBY, OXFORD ADVANCED LEARNER'S DICTIONARY OF CURRENT ENGLISH (O.U.P).
2. A TEXTBOOK OF ENGLISH PHONETICS FOR INDIAN STUDENTS BY T. BALASUBRAMANIAN.
3. ENGLISH PRONOUNCING DICTIONARY BY DANIEL JONES.
4. RAYMOND MURPHY, ESSENTIAL ENGLISH GRAMMAR, NEW DELHI: CAMBRIDGE UNIVERSITY PRESS,1992.
5. A REMEDIAL ENGLISH GRAMMAR- F.T. WOODS.
6. CURRENT ENGLISH GRAMMAR AND USAGE WITH COMPOSITION-R.P. SINHA

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The syllabus for Certificate Course in Communicative English for the session 2021-22 is designed by the Board of Studies, Science College in the presence of the following members.

	Name	Designation	Responsibility	Signature
1.	**Dr Sharmistha Chakraborty**	**Vice- Principal** Science College, Kokrajhar	**Chairperson**	
2.	**Biswajit Nath**	**Co-ordinator, IQAC** Science College, Kokrajhar	**Member**	
3.	**Dr Jahnovi Brahma**	**Assistant Professor** Dept. of Botany Science College, Kokrajhar	**Member**	
4.	**Mrs P J Sapruna**	**Assistant Professor** Dept. of Zoology Science College, Kokrajhar	**Member**	
5.	**Mrs Fulmoni Basumatary**	**Assistant Professor** Dept of English Science College, Kokrajhar	**Member**	
6.	**Tribeni Mandal**	**HOD, Dept. of English** Dept. of English Science College, Kokrajhar	**Member** **Secretary**	

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RESOLUTION OF THE MEETING OF BOARD OF STUDIES HELD ON 25/10/2021

1. A joint meeting of the members of the Board of Studies with the Department of English regarding the Certificate Course in Communicative English (CCCE) resolved to approve the syllabus designed by the Department of English.

2. The regulations for the course, credit, duration, and evaluation pattern will be strictly followed as per the course structure and syllabus.

3. Considering the need of the hour, this course is going to be started from the session 2021-22 in the Department of English open to students from all the departments. It Will henceforth continue in the sessions to be followed.

4. Mrs Tribeni Mandal, Assistant Professor, Department of English is assigned the duty of the course coordinator.

Dr Sharmistha Chakraborty
Chairperson
Board of Studies

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Dated 26/10/21

Science College, Kokrajhar

Proceeding of the first meeting of the Board of Studies of the Certificate Course in English of Science College, Kokrajhar held on 25/10/2021 at Conference Hall 1.

Members Present:

1.Dr Sharmistha Chakraborty - Chairperson, CCCE

2. Biswajit Nath - Co-ordinator, IQAC, Member

3. Dr Mamoni Dhar - Asst Prof. & HOD, Dept of Maths, Member

4. Mrs P J Sapruna - Asst Prof. Dept of Zoology, Member

5. Dr Jahnovi Brahma - Asst Prof. Dept of Botany, Member

6. Mrs Tribeni Mandal - Asst Prof & HOD, Member Secretary

The Board of Studies resolved to approve the syllabus designed by the Department of English regarding the Certificate Course in English. The regulations for the course, credit, duration and evaluation pattern will be strictly followed as per the course structure and syllabus. The course will be starting from 2021-22 session. Mrs Tribeni Mandal, Asst Prof, Dept of English will act as the course coordinator.

Tribeni Mandal

Tribeni Mandal

Asst Professor

Dept of English

Science college, Kokrajhar

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PROPOSED BOARD OF STUDIES

PRESIDENT: Dr Sharmistha Chakraborty

MEMBERS:

Dr Jahnovi Brahma

Biswajit Nath

Mrs P J Sapruna

Mrs Fulmoni Basumatary.

MEMBER SECRETARY: Tribeni Mandal

Signature

Tribeni Mandal

Tribeni Mandal

Assistant professor & HOD

Department of English

Science College, Kokrajhar783370

Approved

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ENROLMENT SHEET:

Serial No	Name	Class	Signature
1	Yasharaj Brahma	BSc Semester I	Yasharaj Brahma
2	Bijork Basumatary	BSc Semester I	Bijork Basumatary
3	Nonitha Brahma	BSc Semester I	Nonitha Brahma
4	Joba Rani Basumatary	BSc Semester I	Joba Rani Basumatary
5	Neha Balmiki	BSc Semester I	Neha Balmiki
6	Rosmi Basumatary	BSc Semester I	Rosmi Basumatary
7	Priyanka Boro	BSc Semester I	Priyanka Boro
8	Dhreetiman Saha	BSc Semester I	Dhreetiman Saha
9	Nijwm Basumatary	BSc Semester I	Nijwm Basumatary.
10	Sangita Biswas	BSc Semester I	Sangita Biswas
11	Bishan Choudhury	BSc Semester I	Bishan Choudhury
12	Deepanjali Narzary	BSc Semester I	Deepanjali Narzary
13	Samaina Boro	BSc Semester I	Samaina Boro
14	Kalpana Singh	BSc Semester I	Kalpana Singh
15	Raj Singh	BSc Semester I	Raj Singh
16	Pami Brahma	BSc Semester I	Pami Brahma
17	Julie Brahma	BSc Semester I	Julie Brahma
18	Anita Barman	BSc Semester I	Anita Barman
19	Purabi Nath	BSc Semester I	Purabi Nath
20	Nelson Brahma	BSc Semester I	Nelson Brahma
21	Sukla Debnath	BSc Semester I	Sukla Debnath
22	Pronita Barman	BSc Semester I	Pronita Barman
23	Sneha Debnath	BSc Semester I	Sneha Debnath
24	Devojit Brahma	BSc Semester I	Devojit Brahma
25	Ayush Aich	BSc Semester I	Ayush Aich
26	Niha Brahma	BSc Semester I	Niha Brahma
27	Sujata Seal	BSc Semester I	Sujata Seal
28	Uma Pachi	BSc Semester I	Uma Pachi
29	Sanchita Dey	BSc Semester I	Sanchita Dey
30	Shreya Saha	BSc Semester I	Shreya Saha.

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31	Kalpita Sarma	BSc Semester I	Kalpita Sarma
32	Ashish Paul	BSc Semester I	Ashish Paul
33	Anand Koch	BSc Semester I	Anand Koch
34	Sourav Saha	BSc Semester I	Sourav Saha
35	Arindam Roy	BSc Semester I	Arindam Roy
36	Jumi Narzary	BSc Semester I	Jumi Narzary
37	Nargis Sultana	BSc Semester I	Nargis Sultana
38	Anjali Sarkar	BSc Semester I	Anjali Sarkar
39	Hili Boro	BSc Semester I	Hili Boro
40	Puja Roy	BSc Semester I	Puja Roy
41	Rajesh Roy	BSc Semester I	Rajesh Roy
42	Rabindra Mandal	BSc Semester I	Rabindra Mandal
43	Priya Paul	BSc Semester I	Priya Paul
44	Ujjal Seal	BSc Semester I	Ujjal Seal
45	Deizi Nath	BSc Semester I	Deizi Nath
46	Abhijit Nath	BSc Semester I	Abhijit Nath
47	Puspanjali Roy	BSc Semester I	Puspanjali Roy
48	Victor Iswary	BSc Semester I	Victor Iswary
49	Ansuli Brahma	BSc Semester I	Ansuli Brahma

Signature

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RESULT:

Following students were enrolled and they have completed the certificate course in Communicative English for the session **21-22.**

Intake: **50**
Enrolled: **49**

Serial No	Name	Total Marks	Marks Obtained	Result
1	Yasharaj Brahma	100	63	Pass
2	Bijork Basumatary	100	57	Pass
3	Nonitha Brahma	100	57	Pass
4	Joba Rani Basumatary	100	67	Pass
5	Neha Balmiki	100	45	Pass
6	Rosmi Basumatary	100	57	Pass
7	Priyanka Boro	100	53	Pass
8	Dhreetiman Saha	100	63	Pass
9	Nijwm Basumatary	100	57	Pass
10	Sangita Biswas	100	57	Pass
11	Bishan Choudhury	100	67	Pass
12	Deepanjali Narzary	100	63	Pass
13	Samaina Boro	100	57	Pass
14	Kalpana Singh	100	57	Pass
15	Raj Singh	100	67	Pass
16	Pami Brahma	100	45	Pass
17	Julie Brahma	100	57	Pass
18	Anita Barman	100	53	Pass
19	Purabi Nath	100	63	Pass
20	Nelson Brahma	100	57	Pass
21	Sukla Debnath	100	57	Pass
22	Pronita Barman	100	45	Pass
23	Sneha Debnath	100	57	Pass
24	Devojit Brahma	100	49	Pass
25	Ayush Aich	100	50	Pass
26	Niha Brahma	100	43	Pass
27	Sujata Seal	100	51	Pass
28	Uma Pachi	100	55	Pass
29	Sanchita Dey	100	67	Pass
30	Shreya Saha	100	45	Pass
31	Kalpita sarma	100	57	Pass
32	Ashish Paul	100	53	Pass

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33	Anand Koch	100	63	Pass
34	Sourav Saha	100	57	Pass
35	Arindam Roy	100	57	Pass
36	Jumi Narzary	100	67	Pass
37	Nargis Sultana	100	67	Pass
38	Anjali Sarkar	100	45	Pass
39	Hili Boro	100	57	Pass
40	Puja Roy	100	53	Pass
41	Rajesh Roy	100	63	Pass
42	Rabindra Mandal	100	57	Pass
43	Priya Paul	100	46	Pass
44	Ujjal Seal	100	43	Pass
45	Deizi Nath	100	48	Pass
46	Abhijit Nath	100	44	Pass
47	Puspanjali Roy	100	42	Pass
48	Victor Iswary	100	47	Pass
49	Ansuli Brahma	100	49	Pass

Signature

Tribeni Mandal

Tribeni Mandal
Asst. Prof.
Department of English
Science College, Kokrajhar

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02	24	Bijoy Basumatary
03	113	Nonitha Brahma
04	69	Joba Rani Basumatary
05	108	Neha Balmiki
06	147	Rosmi Basumatary
07	129	Priyanka Boro
08	02	Dhreetiman Saha
09	17	Nijum Basumatary
10	19	Sangita Biswas
11	24	Bishan Choudhury
12	25	Deepanjali Narzary
13	37	Samaina Boro
14	43	Kalpana Singh
15	54	Raj Singh
16	73	Pami Brahma
17	79	Julie Brahma
18	80	Anita Barman
19	84	Purabi Nath
20	87	Nelson Brahma
21	88	Sukla Debnath

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Department of English

SCIENCE COLLEGE, KOKRAJHAR

P.O. & Dist.- Kokrajhar, BTR, Assam - 783370

Certificate of Completion

This certificate is presented to .....

a student of BSc Sem ..... for successfully completing the Certificate Course in Communicative English (CCCE) with course duration of 30 Hrs. He/She has obtained Grade .....

Tribeni Mandal

Dr. Ramananda Sinha
Principal
Science College, Kokrajhar

Mrs Tribeni Mandal
Course Coordinator
CCCE, Dept. of English
Science College, Kokrajhar

Certificate No. CCCE/2020-21/22/

Date of Issue :-

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Report on

Certificate Course in Communicative English

Session 2022-2023

Department of English

Science College, Kokrajhar

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CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

DEPARTMENT OF ENGLISH

SCIENCE COLLEGE, KOKRAJHAR

INTRODUCTION: The course will help the students understand the use of language, to work on grammar, pronunciation and to expose the students to English in life-like situations outside the classroom.

NAME OF THE COURSE: Certificate Course in Communicative English

COURSE CODE: CCCE

INSTITUTION: Science College, Kokrajhar

LEVEL: Semester I

SUBJECT: Any

NUMBER OF STUDENTS: 50 (Fifty)

NATURE OF COURSE: Theory

DURATION OF COURSE: 30 hrs, 2 classes a week for 2 hrs (Approximately 3 months)

COURSE STRUCTURE: 100 Marks

MEDIUM OF INSTRUCTION: English

CLASS HOURS: 3:00-5:00 /2: 00-4:00 PM (twice a week, preferably Friday & Saturday)

EVALUATIVE METHOD: The course will be based on internal assessment and written examination on the entire course content; 20% Viva-Voce and, 80% Written. Minimum mark to pass is 40%.

COUNSELLOR(s): Mrs Tribeni Mandal, Dr Mamoni Dhar, Miss P J Sapruna

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ABOUT THE COURSE: To impart knowledge about the appropriateness in grammar and acceptability of the English language. It would help the students to be able to effectively communicate in the language. It would involve using appropriate grammar, vocabulary and pronunciation to convey ideas and information.

AIM AND OBJECTIVE: To enable the students, learn correct pronunciation, spelling, meaning and usage of English vocabularies. To make them frame correct sentences with known vocabularies. To enhance the student's communication skills by giving adequate exposure in writing skills and achieve communicative goals in a socially appropriate manner.

OUTCOME OF THE COURSE:

- Students will be confident enough to communicate in English in and outside the institution.
- Students will be able to pronounce accurately.
- Students will have a good command over the language.

SYLLABUS:

TOPIC 1: Pronunciation (Speech Mechanism, Vowels and Consonants, Organs of Speech, Phonetic Alphabet)

TOPIC 2: Grammar and Vocabulary (Time and Tense, Word Formation, Word Power)

BOOKS FOR REFERENCE:

1. A.S. HORNBY, OXFORD ADVANCED LEARNER'S DICTIONARY OF CURRENT ENGLISH (O.U.P).
2. A TEXTBOOK OF ENGLISH PHONETICS FOR INDIAN STUDENTS BY T. BALASUBRAMANIAN.
3. ENGLISH PRONOUNCING DICTIONARY BY DANIEL JONES.
4. RAYMOND MURPHY, ESSENTIAL ENGLISH GRAMMAR, NEW DELHI: CAMBRIDGE UNIVERSITY PRESS,1992.
5. A REMEDIAL ENGLISH GRAMMAR- F.T. WOODS.
6. CURRENT ENGLISH GRAMMAR AND USAGE WITH COMPOSITION-R.P. SINHA

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ENROLMENT SHEET:

Serial No	Name	Class	Signature
1	Birkhang Brahma	BSc Semester I	Birkhang Brahma
2	Derhasat Basumatary	BSc Semester I	Derhasat Basumatary
3	Bibek Barman	BSc Semester I	Bibek Barman
4	Nabanita Roy	BSc Semester I	Nabanita Roy
5	Nikita Narzary	BSc Semester I	Nikita Narzary
6	Ujjal Roy	BSc Semester I	Ujjal Roy
7	Jonmoni Adhikary	BSc Semester I	Jonmoni Adhikary.
8	Sanjana Tirkey	BSc Semester I	Sanjana Tirkey
9	Barnali Brahma	BSc Semester I	Barnali Brahma
10	Bihatoma Basumatary	BSc Semester I	Bihatoma Basumatary
11	Ankita Saha	BSc Semester I	Ankita Saha
12	Arpita Saha	BSc Semester I	Arpita Saha
13	Deepa Sarkar	BSc Semester I	Deepa Sarkar
14	Dimpi Brahma	BSc Semester I	Dimpi Brahma
15	Disha Koch	BSc Semester I	Disha Koch
16	Jiban Gayary	BSc Semester I	Jiban Gayary
17	Kumar Daimary	BSc Semester I	Kumar Daimary
18	Mihir Brahma	BSc Semester I	Mihir Brahma
19	Newton Roy	BSc Semester I	Newton Roy
20	Priya Barman	BSc Semester I	Priya Barman
21	Raj Brahma	BSc Semester I	Raj Brahma
22	Rimi Saha	BSc Semester I	Rimi Saha
23	Rup Sen	BSc Semester I	Shreya Paul
24	Shreya Paul	BSc Semester I	Shreya Paul
25	Subha Dey	BSc Semester I	Subha Dey
26	Abhishek Agarwala	BSc Semester I	Abhishek Agarwala
27	Aman Saha	BSc Semester I	Aman Saha
28	Ambika Sarkar	BSc Semester I	Ambika Sarkar
29	Aparna Das	BSc Semester I	Aparna Das
30	Bebita Brahma	BSc Semester I	Bebita Brahma

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31	Chandra Debnath	BSc Semester I	Chandra Debnath
32	Debopriya Saha	BSc Semester I	Debopriya Saha
33	Dhrubajit Brahma	BSc Semester I	Dhrubajit Brahma
34	Dwimu Brahma	BSc Semester I	Dwimu Brahma
35	Gelio Narzary	BSc Semester I	Gelio Narzary
36	Harshajit Roy	BSc Semester I	Harshajit Roy
37	Jaya Gope	BSc Semester I	Jaya Gope
38	Jiuma Gayary	BSc Semester I	Jiuma Gayary
39	Jubida Khanom	BSc Semester I	Jubida Khanom
40	Kanchan Basumatary	BSc Semester I	Kanchan Basumatary
41	Mithisar Islary	BSc Semester I	Mithisar Islary
42	Priyanka Kalita	BSc Semester I	Priyanka Kalita
43	Prosanto Lahary	BSc Semester I	Prosanto Lahary
44	Rwirup Narzary	BSc Semester I	Rwirup Narzary
45	Sania Basumatary	BSc Semester I	Sania Basumatary
46	Shitasri Narzary	BSc Semester I	Shitasri Narzary
47	Sudem Narzary	BSc Semester I	Sudem Narzary
48	Sumit Kr Basumatary	BSc Semester I	Sumit Kr Basumatary
49	Tunlai Narzary	BSc Semester I	Tunlai Narzary
50	Thulunga Narzary	BSc Semester I	Thulunga Narzary

Signature

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RESULT:

Following students were enrolled and they have completed the certificate course in Communicative English for the session **22-23.**

Intake: 50
Enrolled: 50

Serial No	Name	Total Marks	Marks Obtained	Result
1	Birkhang Brahma	100	45	Pass
2	Derhasat Basumatary	100	57	Pass
3	Bibek Barman	100	53	Pass
4	Nabanita Roy	100	63	Pass
5	Nikita Narzary	100	57	Pass
6	Ujjal Roy	100	57	Pass
7	Jonmoni Adhikary	100	45	Pass
8	Sanjana Tirkey	100	63	Pass
9	Barnali Brahma	100	57	Pass
10	Bihatoma Basumatary	100	57	Pass
11	Ankita Saha	100	67	Pass
12	Arpita Saha	100	63	Pass
13	Deepa Sarkar	100	57	Pass
14	Dimpi Brahma	100	57	Pass
15	Disha Koch	100	67	Pass
16	Jiban Gayary	100	45	Pass
17	Kumar Daimary	100	57	Pass
18	Mihir Brahma	100	53	Pass
19	Newton Roy	100	63	Pass
20	Priya Barman	100	57	Pass
21	Raj Brahma	100	57	Pass
22	Rimi Saha	100	60	Pass
23	Rup Sen	100	54	Pass
24	Shreya Paul	100	72	Pass
25	Subha Dey	100	75	Pass
26	Abhishek Agarwala	100	45	Pass
27	Aman Saha	100	56	Pass
28	Ambika Sarkar	100	49	Pass
29	Aparna Das	100	49	Pass
30	Bebita Brahma	100	80	Pass
31	Chandra Debnath	100	78	Pass
32	Debopriya Saha	100	85	Pass

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33	Dhrubajit Brahma	100	49	Pass
34	Dwimu Brahma	100	43	Pass
35	Gelio Narzary	100	76	Pass
36	Harshajit Roy	100	75	Pass
37	Jaya Gope	100	55	Pass
38	Jiuma Gayary	100	50	Pass
39	Jubida Khanom	100	54	Pass
40	Kanchan Basumatary	100	53	Pass
41	Mithisar Islary	100	63	Pass
42	Priyanka Kalita	100	57	Pass
43	Prosanto Lahary	100	46	Pass
44	Rwirup Narzary	100	43	Pass
45	Sania Basumatary	100	48	Pass
46	Shitasri Narzary	100	44	Pass
47	Sudem Narzary	100	76	Pass
48	Sumit Kr Basumatary	100	55	Pass
49	Tunlai Narzary	100	54	Pass

Signature

Triberi Mandal

Triberi Mandal
Asst. Prof.
Department of English
Science College, Kokrajhar

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01	16	Bikkay Brahma
02	23	Debasat Basumatary
03	12	Bibek Barman
04	56	Nabanita Roy
05	59	Nilita Narzary
06	88	Ujjal Roy
07	42	Jormoni Adhikary
08	77	Sanjana Tirkey
09	10	Barnali Brahma
10	15	Bihatoma Basumatary
11	06	Ankita Saha
12	08	Arpita Saha
13	21	Deepa Sarkar
14	26	Dimpi Brahma
15	28	Dicha Koch
16	37	Diban Gayary
17	45	Kumar Daimary
18	48	Mihir Brahma
19	53	Newton Roy
20	57	Priya Barman
21	61	Roj Brahma

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Department of English

SCIENCE COLLEGE, KOKRAJHAR

P.O. & Dist.- Kokrajhar, BTR, Assam - 783370

Certificate of Completion

This certificate is presented to ..... a student of BSc Sem ..... for successfully completing the Certificate Course in Communicative English (CCCE) with course duration of 30 Hrs. He/She has obtained Grade .....

Dr. Ramananda Sinha
Principal
Science College, Kokrajhar

Dr. Tribeni Mandal
Course Coordinator
CCCE, Dept. of English
Science College, Kokrajhar

Certificate No. CCCE/2022-23/

Date of Issue :-

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Report
on
Immunity Development Centre
Duration: 2020-2022

Science College, Kokrajhar
PO & Dist.-Kokrajhar-783370,
BTR, Assam

Immunity Development Centre

Aiming to help students for maintenance their physical as well as mental health during Covid-19 pandemic period, an Immunity Development Centre has been developed in the College on 21/08/2020 with inclusion of the following activities -

1. Yoga, 2. Zumba dance, 3. Cycling, 4. Walking, 5. Running, 6. Badminton, 7. Gym and 8. Meditation

It was a self financed project. A committee has been constituted to look the activates with following members –

- Chairman: Dr. R. N. Sinha, Principal, Science College, Kokrajhar
- Co-Chairman; Dr. S. Chakraborty, Vice-Principal, Science College, Kokrajhar
- Coordinator: Dr. Mohesh Gogoi, Asstt. Professor
- Jt. Coordinator: Sri Rajib Barman, Jr. Assistant
- Member: Sri Sanjay Chouhan, Sri Dolon Sharma, Amit Tati and Dipak Chouhan

Altogether 285 students from HS, UG and PG classes have been joined in different activities to practicing activates regularly in 2020-21 session under the guidance of experienced instructors and joined 310 no. in 2021-22 session.

Coordinator
Immunity Development Centre
Science College, Kokrajhar