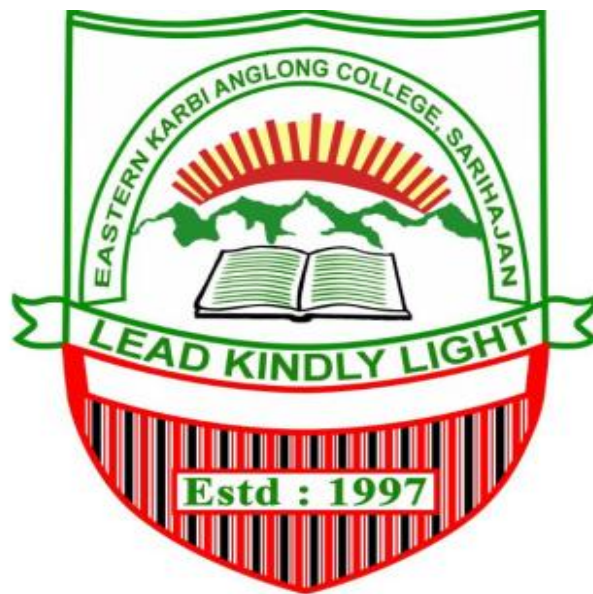


EASTERN KARBI ANGLONG COLLEGE

Sarihajan, Karbi Anglong, Assam



Key Indicator

1.2 Academic Flexibility

Metric No. 1.1.2


Number of Add on /Certificate programs offered during the last five years (10)

**THREE MONTH
CERTIFICATE COURSE
ON ART AND CRAFT**



Details of Certificate Course

1. **Name of the Program** : Three - Month Certificate Course in Art and Craft (27th November 2020 to 28th February 2021)
2. **Joint Coordinators of the Program** : Dr.Minakshi Duarah and Pranita Patowary
3. **Resource Person (s) invited for the program:** Ms Monisha Chauhan worked as a Resource Person in the program assisted by Ms Nitali Boruah.
4. **Duration (minimum 30 hrs)** : Three Month (72 Hrs)
5. **List of Students Enrolled** : Although 30 students participated in the program only 19 students (Evidence sheets having signature of students to be enclosed) completed the course.
6. **Curriculum Assessment Procedure:** By conducting examination along with practical.
7. **Summary Report of the Program:** Three - Month certificate Course in Art and Craft has been organized by Career Counseling and Festival Celebration Committee of Eastern Karbi Anglong College with Joint Coordinators Dr Minakshi Duarah and Pranita Patowary from 27th November 2020 to 28th February 2021 with a view to teach the students to make doll, doggy, penguin, flower pot, flowers, boat and wall-hanging so that, they can earn something by making and selling the things. On successful completion of the course 19 numbers of students were awarded with certificates out of total 30 numbers of students who were enrolled for the course. Ms. Monisha Chauhan worked as a resource person in the program assisted by Ms. Nitali Boruah. The students of three- month certificate course actively participated in Art and Craft Exhibition On 11th, 12th and 13th January, 2021 conducted in the college premise on account of Book Fair 2021 and some of them sold their products also.
8. **Outcome of the Program:** Out of 30 participants only 19 participants actively participated in the course. The course has enabled them to develop their creativity, self confidence and also helped them to add to their earning source.


5/3/21
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong

Minakshi Duarah
5-3-21

Pranita Patowary
5 - Joint Coordinator
Three - Month Certificate
Course In Art & Craft
Eastern Karbi Anglong College



**SYLLABUS OF
THREE MONTH
CERTIFICATE COURSE
ON ART AND CRAFT**



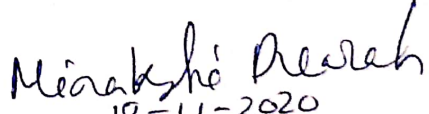
SYLLABUS OF THREE-MONTH CERTIFICATE COURSE IN ART AND CRAFT

Name of the Paper : Fundamental Principles of Art and Craft

Full Marks : 50

1. Introduction: Definition of Art and Craft, History of Art and Craft, Necessity of Art and Craft, Role of Art and Craft in Human Evolution and Development.
2. Role of Creativity, Impulse and Imagination.
3. Aesthetic Satisfaction from Art and Craft
4. Productivity of Art and Craft.
5. Art and Craft as Practice :
 - a. Toys Making
 - b. Flower Vase and Flower Making
 - c. Wall-Hanging Making
 - d. Clay Pot Making
 - e. Ambrose Painting
 - f. Glass Painting
 - g. Displaying of Modal Art and Craft and Self Scrutiny of the Trainees
 - h. Competition and Exhibition


12/11/20
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Saribajan, Karbi Anglong


18-11-2020
Pranita Patowary
18/11/20
Jointed
Three - Month Certificate
Course in Art & Craft
Eastern Karbi Anglong College



**A FEW MOMENTS
RELATED TO
THREE MONTH
CERTIFICATE COURSE
ON ART AND CRAFT**





(ART AND CRAFT MADE BY THE ENROLLED PARTICIPANTS)



(CLOSING PROGRAMME OF THREE-MONTH CERTIFICATE COURSE IN ART AND CRAFT)

ACWS
5/3/21
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong





{CERTIFICATE DISTRIBUTION CEREMONY OF THREE - MONTH CERTIFICATE COURSE IN ART AND CRAFT}



[PARTICIPANTS OF THE COURSE TAKING PART IN AN EXHIBITION]

Dr. Anil Ch. Das
5/3/21
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan Karbi Anglong



**SAMPLE COPY OF
CERTIFICATE
OF THREE MONTH
CERTIFICATE COURSE
ON ART AND CRAFT**



Eastern Karbi Anglong College


Sarihajan, Karbi Anglong, Assam

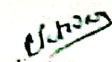
CERTIFICATE OF PARTICIPATION

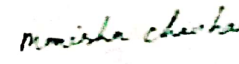
This is to certify that Mr/Miss.....SANGITA ROY.....bearing
Registration No.....2020103.....has successfully Completed the Three-
Month Certificate course in Art & Craft organized by Student Counselling
& Festival Celebration Committee in collaboration with IQAC of Eastern Karbi
Anglong College, Sarihajan Started from 27th November, 2020 to 28th February,
2021.

We wish his/her success in future life.

Date...28-02-2021

Principal 
Dr. Anil Ch. Das
Eastern Karbi Anglong College
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong

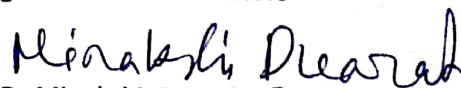
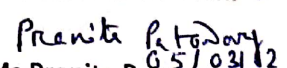

Joint Coordinator
Dr. Minakshi Duarah
Mentor
Pranita Patowary
Three - Month Certificate
Course in Art & Craft
Eastern Karbi Anglong College


Mentor
Ms. Monisha Chauhan
Mentor
Three - Month Certificate
Course in Art & Craft

(SAMLE OF CERTIFICATE)

Signature of the Program Joint Coordinators


05/03/21
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong


1. Dr Minakshi Duarah. 5-3-21

2. Ms Pranita Patowary 05/03/21

Joint Coordinator
Three - Month Certificate
Course in Art & Craft
Eastern Karbi Anglong College



**THREE MONTH
CERTIFICATE COURSE
ON
COMPUTER
APPLICATION**



**REPORT ON
THREE MONTH CERTIFICATE COURSE ON COMPUTER
APPLICATION
CONDUCTED BY IT CELL,
EASTERN KARBI ANGLONG COLLEGE, SARIHAJAN**

As per the direction of IQAC and prior approval of Governing Body of Eastern Karbi Anglong College, Sarhajan a skill based course on Computer Application (Three months) has been introduced to impart the basic knowledge on computer application on 3rd February, 2021.

Initially, Forty-nine (49) nos. of students of the college have been enrolled for the first batch and they are divided into three (03) groups. Mr. Rudrangshu Majumder was the instructor of the course. However, due to the pandemic situation of COVID-19 classes were suspended till 1st November, 2021.

A brief summary of the course is given below:

Total no. of Students enrolled: 49

Total no. of classes taken: 29

Duration (per class): 1:30 hrs.

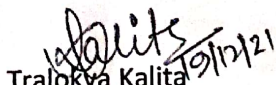
Examination procedure:

At the end of the course, an examination was conducted to assess the performance of the students. A total of 22 students appeared in the examination.

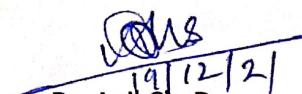
Schedule of examination:

Theory:	25 Marks
Practical:	25 Marks
Total	50 Marks

After the completion of the examination process certificates have been issued to the successful candidates.


Tralokya Kalita
Co-ordinator
IT Cell

Eastern Karbi Anglong College, Sarihajan


19/12/21
Dr. Anil Ch. Das
Principal

Eastern Karbi Anglong College, Sarihajan

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan Karbi Anglong



**SYLLABUS OF
THREE MONTH
CERTIFICATE COURSE
ON
COMPUTER
APPLICATION**



Course Structure of Certification Course

Chapter 1: Introduction to windows

- 1.1 What is Windows
- 1.2 What is Computer
- 1.3 Type of Computer
- 1.4 Uses of Computer in 21st Century
- 1.5 Parts of a Computer(input/output)
- 1.6 Software V/S Hardware

Chapter 2: Microsoft office Word

- 2.1 Introduction to MS office Word
- 2.2 Basic writing, spell check, font customization
- 2.3 Letter writing, Application Writing ETC
- 2.4 Resume making, table designee

Chapter 3: Microsoft office Excel

- 3.1 Introduction to MS office Excel
- 3.2 Basic Calculator
- 3.3 School, Collage Mark sheet Calculator
- 3.4 sales, discount calculator
- 3.5 Sorting, filtering,.....

Chapter 4: Microsoft office Power Point

- 4.1 Introduction to MS office Power Point.
- 4.2 Basic of Power Point
- 4.3 Rules for making a Power Point Presentations
- 4.4 Design, Animation Custom Animation

Chapter 5: Adobe Photoshop

- 5.1 Basic of Photoshop
- 5.2 Toolbar Basics
- 5.3 Brush, Recolor, Paint Bucket, etc
- 5.4 Resize, Recolor photo, Changing Background
- 5.5 Print

Chapter 6: Adobe PageMaker

- 6.1 Basic of PageMaker
- 6.2 Why we use PageMaker
- 6.3 Visiting Card Design with dimensions
- 6.4 Mark sheet Designee
- 6.5 Printing from PageMaker

Rudranshu Hajim (30/01/2021)
CCA COURSE INSTRUCTOR

Tkalokya Kalita
30/01/21
co-ordinator
TET cell

Dr. Anil Ch. Das
30/01/21
Principal
Eastern Karbi Anglong College
Sarihajan Karbi Anglong



**SAMPLE COPY OF
CERTIFICATE OF
THREE MONTH
CERTIFICATE COURSE
ON
COMPUTER
APPLICATION**





EASTERN KARBI ANGLONG COLLEGE

Affiliated to Assam University, Silchar

ESTD : 1997

Motto : *Lead Boldly Light*



THREE MONTH CERTIFICATE COURSE IN COMPUTER APPLICATION

This is to certify that

BOSON HANSE

Has successfully completed the three-month certificate in computer course held at Eastern Karbi Anglong College,
And has secured grade **(A)**

Congratulations on a job well done!

Awarded this [22/12/2021].

GRADES:

- A- Excellents (90% -100)
- B- Very Good (70%-89%)
- C- Good (50%-69%)
- D-Fair (Below 50%)



BOKAJAN, KCA

Rudrangshu Majumder

Rudrangshu Majumder
Course Instructor
CCA Course

Dr. Anil Ch. Das

Dr. Anil Ch. Das
Principal
Eastern Karbi Anglong College
Sarihajan
Karbi Anglong Assam



**THREE MONTH
CERTIFICATE COURSE
ON
SPOKEN ENGLISH**



**REPORT ON
THREE MONTH CERTIFICATE COURSE SPOKEN ENGLISH
CONDUCTED BY DEPT. OF ENGLISH
EASTERN KARBI ANGLONG COLLEGE, SARIHAJAN**

As per the direction of IQAC and prior approval of Governing Body of Eastern Karbi Anglong College, Sarhajan a skill base course on Spoken English (Three months) has been introduced to develop communicative skill in English on 30th January, 2021. However the course was inaugurated by the Principal of the college on 18th January, 2021. The class continued through the month of February, 2021.

Initially, Twenty Five (25) Nos. of students of the college has been enrolled for the first batch. The faculty members of the dept. of English successfully completed the said course. The class schedule was set to demonstrate 2 classes per week, (One hour and thirty minutes per class). However, due to the pandemic situation of COVID – 19 classes had to suspend till 1st November, 2021.

A brief summary of the course is given below:

No of Students enrolled: 25

No of classes taken: 30

Duration of class: 1:30 hrs.

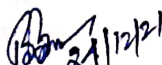
Examination procedure:

At the end of the course, an examination has been conducted to assess the performance of the students. A total Nos. of 11 students appeared in the examination on 17th and 18th December, 2021.

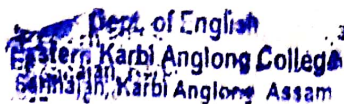
Schedule of examination:

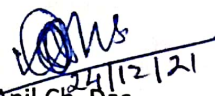
Theory:	20 Mark
Practical:	30 Mark
Total	50 Mark

After the completion of the examination process certificate has been issued to the successful candidates.


Bedabrata Bora
HoD

Dept. of English
Eastern Karbi Anglong College, Sarihajan


Dept. of English
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong Assam


Dr. Anil Ch. Das
Principal
Eastern Karbi Anglong College, Sarihajan

Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan Karbi Anglong



**SYLLABUS OF
THREE MONTH
CERTIFICATE COURSE
ON
SPOKEN ENGLISH**



3 MONTH SPOKEN ENGLISH

Course Content

1. Introduction to Spoken English as a means of communication; its varieties and importance in present day world.

2. GRAMMATICAL CONTEXT:

- (A) Uses of Tenses
- (B) Reported Speech
- (C) Concord (Subject – verb agreement)
- (D) Conditional Clauses
- (E) Use of prefixes and suffixes

3. ENHANCING VOCABULARY:

4. COMMUNICATION SKILL:


- (A) Telephonic Skill
- (B) Interview Skill
- (C) Public Speaking Skill
- (D) Speech for Special occasion.
- (E) Dialogue in context

5. ROLE PLAYING:

- (A) Creating virtual situation in class room
- (B) Presentation of chosen topics
- (C) Interaction in different situations

6. **TURNTAKING OF SPEECH EVENTS:** Definition; Skill to control speech situation.


16/01/21
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan Karbi Anglong


16/01/21
Bidabrat Bora
Dept of English
Eastern K/A College
Sarihajan

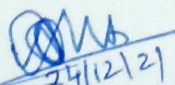


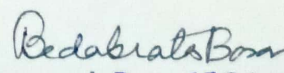
**A FEW MOMENTS
RELATED TO
THREE MONTH
CERTIFICATE COURSE
ON
SPOKEN ENGLISH**



Glimpses of Spoken English Class (INAUGURATION)




24/12/21 JANUARY 18TH 2021
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan Karbi Anglong


Bedabrata Borah
Dept. of English
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong, Assam



**SAMPLE COPY OF
CERTIFICATE OF
THREE MONTH
CERTIFICATE COURSE
ON
SPOKEN ENGLISH**





EASTERN KARBI ANGLONG COLLEGE



SARIHAJAN – 782480, KARBI ANGLONG, ASSAM

Three Month Certificate Course in Spoken English

This is to certify that Mr./Miss Bonmili Ingtepi
has successfully completed The Three Month Certificate Course on Spoken English held at
Eastern Karbi Anglong College, Sarihajan.

We wish his/her bright future

Awarded this on...23.12.2021..... for the session 2021

Bedabrata Bora

Bedabrata Bora
Course Co-ordinator
HOD, Dept. of English

Anil Ch. Das

Principal
Dr. Anil Ch. Das
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong, Assam

Utpal Dev Sharma

Faculty Members :
1. Utpal Dev Sharma
Serdihun Beypi

Anil Ch. Das
24/12/21
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong

